



AZTEC MUNICIPAL SCHOOL DISTRICT

INSPIRED | SAFE | FULFILLED

The purpose of this handbook is to assist students, guardians, teachers, staff and school administrators in understanding that a safe, respectful and orderly school community exists to help all students develop their full potential for learning and acquire the necessary self-discipline to enable them to become productive and responsible members of a democratic society.

JULY 2022
REVISION



DIFFERENT.
By design.


Aztec Municipal School District Mission

DIFFERENT. By design.

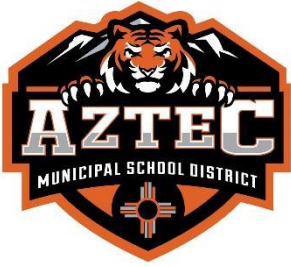
Aztec Municipal School District Vision

The Aztec Municipal School District is a for-impact organization where every student and team member will be inspired, safe, & fulfilled.

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AZTEC MUNICIPAL SCHOOLS

Inspired, Safe, & Fulfilled
Office of the Superintendent

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Dear Community,

The first step to success in academics is an environment where everyone feels inspired, safe, and fulfilled. True learning will not take place if students and staff do not feel safe at school. In today's climate, it takes all of us working together to create the safest schools possible.

This handbook outlines student rights and responsibilities, many of which relate directly to safety throughout our district. Please take the time to read this handbook thoroughly and discuss it with your children. Students and guardians alike play a vital role in helping to keep our campuses safe and orderly.

We received input from students, parents, teachers and administrators as we have revised this handbook and we welcome your input to make this document even better. If you have a suggestion for improvement, please contact my office.

The contents of the Student Behavior Handbook align with and support the district's Board of Education Policies. A complete copy of the Aztec Municipal School District's Board of Education Policies can be found at <http://lp.scantech.cc.nm> and a link is on our website at www.aztecschools.com.

Safety is everyone's responsibility. Please join with us in helping all students and staff create an environment that is inspired, safe, & fulfilled.

Sincerely,

Kevin Summers

Superintendent

Section 1- Glossary of Terms and Acronyms

Absences, Excessive - Attendance which falls below 95% in a grading period.

Administrative Authority - The superintendent, deputy superintendent, principal or designee.

AMSD – Aztec Municipal School District

Arson - The act of unlawfully and intentionally damaging or attempting to damage, any real or personal property by fire or incendiary device.

Assault - Assault consists of either:

- A. an attempt to commit a battery upon the person of another;
- B. any unlawful act, threat or menacing conduct which causes another person to reasonably believe that he or she is in danger of receiving an immediate battery; or
- C. the use of insulting language toward another impugning his or her honor, delicacy or reputation.

Assault, Aggravated - Aggravated assault consists of either:

- A. unlawfully assaulting or striking at another with a deadly weapon;
- B. committing assault by threatening or menacing another while wearing a mask, hood, robe or other covering upon the face, head or body, or while disguised in any manner, so as to conceal identity; or
- C. willfully and intentionally assaulting another with intent to commit any felony.

Battery, Aggravated - Aggravated battery consists of the unlawful touching or application of force to the person of another with intent to injure that person or another.

Battery/Fighting - Unlawful, intentional touching or application of force to another person, when done in a rude, disrespectful or angry manner.

Behavior Intervention Plan (BIP) - The documentation of interventions, methods and strategies that are used in the school environment to address the behavior issues impacting a student's school success.

Bomb Threat - Falsely and maliciously stating verbally or in written form that a bomb or other explosive has been placed in that a person or property is likely to be injured or destroyed.

Bullying - any repeated and pervasive written, verbal or electronic expression, physical act or gesture or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts toward a student which may, but need not be based on the student's race, color, sex, ethnicity, gender identity, national origin, religion, disability, age or sexual orientation.

Bus Disruption -Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up areas.

Cheating - To deceive others by submitting information that is not earned by one's own efforts. Examples include but are not limited to:

- Copying work of other students or copying work from other sources and claiming it as one's own.
- Recording answers on school work including, but not limited to exams, quizzes, essays, or homework that are taken from unauthorized sources.

Chronic Non–Productivity in the Classroom - Chronically not attempting or participating in classroom activities and/or causing persistent disruptive behavior that is detrimental to the educational process.

Co-Curricular Activities - activities that are required as part of the curriculum but may be subject to New Mexico Activities Association (NMAA) rules and regulations.

Contraband - any substance, material or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

Controlled Substance, Paraphernalia Possession- Possessing any drug paraphernalia, such as but not limited to pipes or bongs.

Controlled Substance, Possession- Possessing any drug substance capable of producing a change in behavior or altering a state of mind or feeling; having a “look-alike.”

Controlled Substance, Sale or Distribution

Selling or distributing a drug substance capable of producing a change in behavior or altering a state of mind or feeling; including a “look-alike,” or an item sold as a controlled substance.

Controlled Substance, Use

Absorbing a drug substance capable of producing a change in behavior or altering a state of mind or feeling, including a “look-alike,” or an item sold as a controlled substance.

Cyberbullying - electronic communication that targets a specific student/group with intent to harm; is published with the intention that the communication be seen or disclosed to the targeted student/group; is in fact seen or disclosed to the targeted student/group; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s/group’s educational benefits, opportunities or performance. Those who encourage bullying in a digital or cyber environment may be subject to corrective action on any occasion.

Defiance of School Personnel or Authorities/ Insubordination - Refusing to comply with any lawful, reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Delinquent Act - An act committed by a child that would be designated as a felony under the law if committed by an adult.

Disorderly Conduct - Any act that substantially disrupts the conduct of a school function; behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.

Dress Code Violation - Non-compliance with specific school dress codes.

Drugs - For the purpose of this student behavior handbook, “drugs” shall include, but not be limited to:

- All controlled substances prohibited by law or any mind altering substance.
- All alcoholic beverages and items containing any quantity of alcohol.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to board policy.
- Hallucinogenic substances.
- Inhalants.
- Counterfeit, synthetic and look alike substances.

Due Process - An established course for disciplinary proceedings which is designed to safeguard the rights of the student.

Expulsion - The removal of a student from all regular schools in AMSD for a period of or exceeding one (1) year. In some cases expulsion may be a permanent removal from this school system.

Extortion - Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.

Extra-Curricular Activities - activities that are not required as part of the curriculum, but are sanctioned and sponsored by the school and that take place outside of school, outside of town or after regular school hours. These activities may be subject to NMAA rules and regulations.

False Accusations - False Accusations are defined in accordance with New Mexico Criminal Code Statute; falsely reporting crimes or purposely giving false information to a School administrator or other investigator during the process of an investigation.

False Alarm - Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

Fighting - Mutual participation in a situation involving physical violence, in which both parties have contributed to the situation by verbal and/or physical action.

Firearms - Any loaded or unloaded gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

- Handguns, rifles and shotguns.
- The frame or receiver of any firearm.
- Any firearm muffler or silencer.
- Any device that expels an object at a high rate of speed.
- Any combination of parts that could be readily assembled to form a firearm

Firearm, Possession/Use - Possession or use of any weapon which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns, but does include bombs, grenades and some explosives. (Also see weapon possession.)

Fireworks - as any explosive devices including, but not limited to chemical exothermic devices, smoke generators, fuses and any other device that yields smoke or is designed to yield smoke, with or without explosion.

Functional Behavior Assessment (FBA) - A procedure by which problematic behavior is examined to determine the cause, consequences and nature of the behavior, in order to develop effective interventions to address that behavior.

Gambling - Wagering money or other valuables on the outcome of a game, contest or other event.

Gang - any group of two or more students and/or non-students whose coordinated behavior is threatening, intimidating, violent, delinquent or criminal.

Gang-Related Activity - Gang-related activity can be intimidating to students, faculty and staff and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals, wearing gang attire or "colors." A "gang" can be any group of students and/or non-students whose group behavior is threatening, delinquent or criminal. Since gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity.

Gang-related indicators that will be considered should include:

- The student associating with admitted or known gang members.
- The student wearing attire consistent with gang dress. The student displaying gang logos, graffiti and/or symbols on personal possessions.
- The student displaying gang hand signs or signals to others.
- The student talking about gang activities to others.
- Hostile contact with others in which two or more students have contributed to a situation causing bodily harm on another.

Gender neutral – not specific to males or females, but pertains to people regardless of their gender.

General Disruptive Conduct and/or Defiance - Any behavior or conduct that disrupts or interferes with the operation of the public schools, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction is included in this definition.

Misuse of cell phones and other forms of technology, failure to provide school identification upon request, dress code violation, inappropriate display of affection, and making false accusations regarding staff or students are some examples of disruptive conduct, but disruptive conduct may include other behaviors, as well.

Harassment - repeated verbal, physical, electronic or emotional contact that causes stress, worry or a feeling of being threatened, results in a loss of power with little or no perceived options or support available.

Hazing - Any humiliating or dangerous activity expected of a student as a condition of membership into a group (class, team, organization, gang, etc.), regardless of the willingness to participate in such activity.

Hearing Officer - a person designated by the district to hear evidence and determine the merits of a case at a Hearing.

IEP- Individualized Education Plan

IEP Team - the IEP Team for each child with a disability includes--

- (1) The parents of the child;
- (2) Not less than one regular education teacher of the child (if the child is, or may be, participating in the regular education environment);
- (3) Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child;
- (4) A representative of the AMSD who -
 - (i) Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
 - (ii) Is knowledgeable about the general education curriculum; and
 - (iii) Is knowledgeable about the availability of resources of the AMSD.

The Aztec Municipal Schools Special Education Director and the AMSD Administration will determine which specific staff member will serve as the agency representative in a particular IEP meeting. The AMSD representative will have the authority to commit AMSD resources and ensure that whatever services are required in the IEP will be provided to the student.

- (5) An individual who can interpret the instructional implications of evaluation results, who may be a member of the team as needed
- (6) At the discretion of the parent or the AMSD, other individuals who have knowledge or special expertise regarding the

child, including related services personnel as appropriate; and
(7) Whenever appropriate, the child with a disability.

Insubordination - Refusing to comply with any lawful, reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Interim Alternative Educational Setting - an alternate setting for students with disabilities whose continued presence on a school campus poses a safety risk, typically used when a student with a disability is in violation of a policy which might have the consequence of out of school suspension.

Intimidation - Exhibiting behavior that causes fear of injury or harm.

Language, Profane and/or Abusive - The use of language that is crude, offensive, insulting or irreverent; use of coarse words to show contempt or disrespect; swearing.

Look Alike Weapon - A non-working replica of a weapon, a cap gun, water gun, toy gun, war souvenir, popper, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is made for that purpose.

Lying - To present false information with the intent of deceiving, to deny or fabricate untruths or false stories, to stray from the truth or lead others to do the same by false testimony. Failing to answer questions truthfully or without full disclosure of all knowledge.

Obscene or Vulgar Materials - Displaying or possessing, on school premises, material designed to appeal to the sexual interest, or which is offensive by accepted community standards of morality and dignity.

Other Disruptive Conduct - Any conduct that: disrupts the educational process; constitutes a health or safety hazard; is in violation of state or municipal law; or is in violation of specific school rules.

Examples include but are not limited to:

- Failing to provide or surrender school identification to any school personnel upon demand.
- Being inappropriately dressed, such as being dressed in a manner that is potentially disruptive to the educational process. See individual school handbooks for a more complete definition.
- Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by any school personnel at any time whether the rule is designed for the classroom, the campus in general or any other location or facility involving a school related activity.
- An inappropriate display of affection, such as a display of affection that has the potential of disrupting the educational focus

Parent/Guardian - includes a natural parent, legal guardian or person having lawful decision-making power for the student.

Physical Management - Physical management is defined as any means of attempting to control, touch or otherwise manage a student through the restriction of movement. It does not include the use of touch for guidance or instructional purposes.

Possession - on one's physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student's backpack, locker, car or elsewhere, if subject to the student's custody and control.

Restitution - Compensation for loss or damage.

Robbery - Taking of property of another through means of force or fear.

School Personnel - all members of the staff, faculty and administration employed by the AMSD Board of Education. The term also includes truancy prevention specialists, school bus drivers and their assistants and other authorized agents of the schools, such as volunteers or chaperones whose responsibilities include supervision of students.

School Premises - School premises means any AMSD facility such as the buildings and grounds, including playgrounds, playing fields and parking areas and any school vehicle or any public or private elementary, secondary, middle school or high school in or on which school or school related activities, whether on or off AMSD facilities, that are being operated under the supervision of the AMSD Board of Education.

Secret Society - A social organization that requires its members to conceal certain activities from outsiders and members may be required to conceal or deny their membership. Secret societies will be treated identical to gangs as warranted.

Sexting - the act of sending, receiving, forwarding, viewing, or reading any sexually explicit images, text messages, photo messages, video messages, or voice messages via any electronic communication device, computer, or other digital device. Sexting includes messages, photos, and images being further disseminated through e-mail and internet-based social networking websites well beyond their original intended recipients. The images contained in any message, photo or image can depict real images or animation under this definition.

Sexual Battery - Unlawful sexual contact with a victim, using force or coercion to accomplish the act and accomplished without the consent of the victim. Sexual battery can also occur regardless of consent such as in cases where the victim is known to have a mental and/or physical disability or is otherwise unable, as a matter of law, to give consent.

Sexual Harassment - Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature. Conduct of a sexual nature may include, but is not limited to:

- Verbal, electronic or physical sexual advances, including subtle pressure for sexual activity.
- Repeated or persistent requests for dates, meetings and other social interactions.
- Sexually oriented touching, pinching, patting, staring, pulling at clothing or intentionally brushing against another.
- Showing, texting, forwarding, e-mailing, or giving sexual pictures, photographs, illustrations, messages or notes.
- Writing graffiti of a sexual nature on school property.
- Comments or name-calling to or about the student regarding alleged physical or personal characteristics of a sexual nature.
- Sexually oriented kidding, teasing or joking.
- Any harassing conduct to which a student is subjected because of or regarding the student's gender or sexual orientation.

Student in Need of Early Intervention (Truant) - A student who has accumulated five unexcused absences within a school year.

Suspension, Long Term - The removal of a student from instruction and all school-related activities for more than ten (10) days and up to a full calendar year.

Suspension, Short Term - A suspension, up to ten days, which is at the discretion of the administrator and will address behaviors that disrupt the educational process.

Tardy - Student is not in the class or assigned activity when it is scheduled to begin.

Theft - Unauthorized possession and/or sale of property of another without consent of owner.

Threat -An expression of an intention to inflict pain, harm, injury, evil deed, damage or punishment.

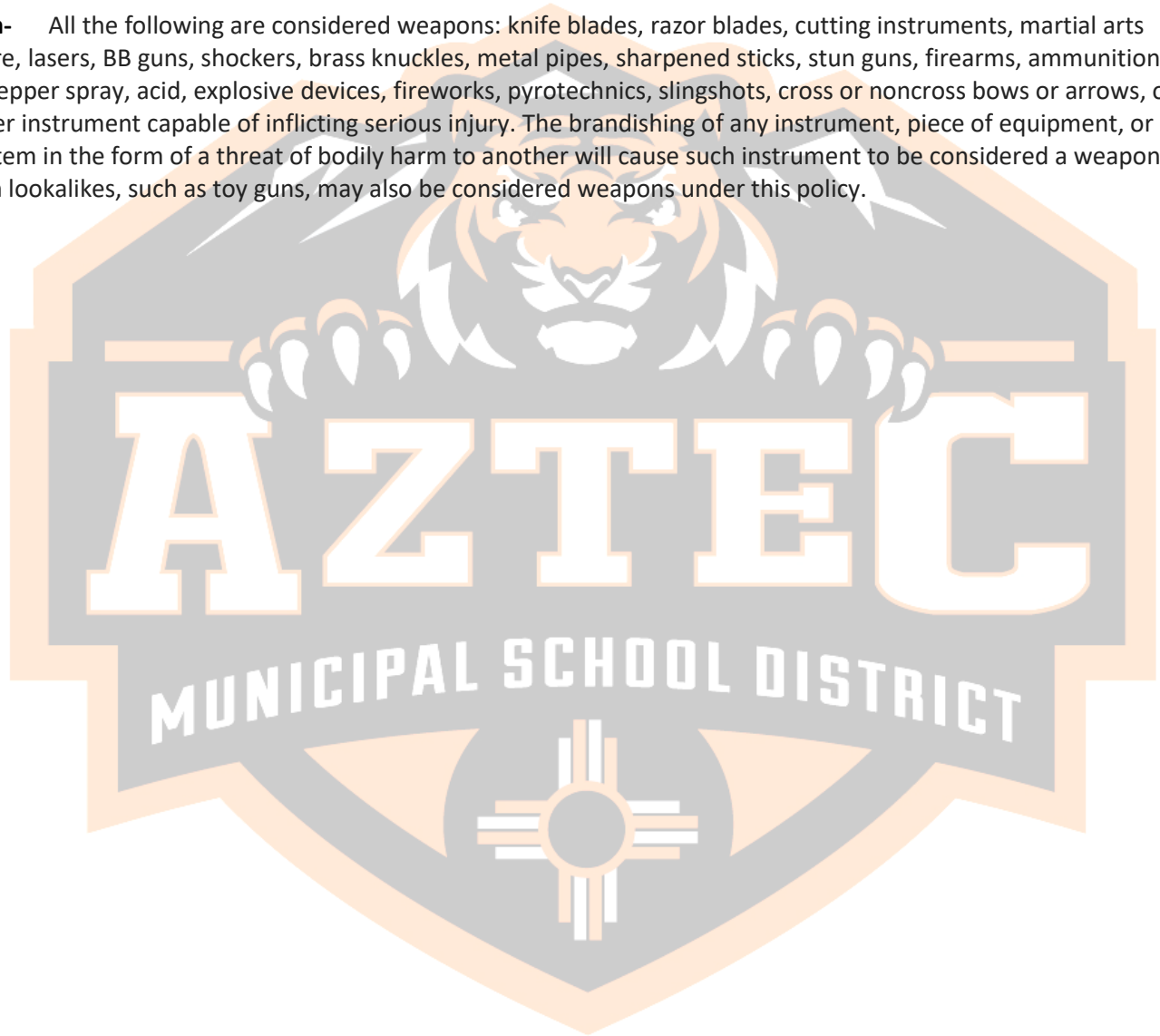
Tobacco Possession/Use – Possession or use of any form of tobacco or synthetic, smoked or smokeless, and including e-cigarettes and vapor devices anywhere on a school campus or at a school related event.

Trespassing/Unauthorized Presence - Entering or being on school grounds or in a school building without authorization.

Truancy - Missing either part of or all of a school day or class without parent/guardian, teacher or administrator permission.

Vandalism/Graffiti - Unlawfully and/or intentionally damaging/defacing or attempting to damage/deface any real or personal property.

Weapon- All the following are considered weapons: knife blades, razor blades, cutting instruments, martial arts hardware, lasers, BB guns, shockers, brass knuckles, metal pipes, sharpened sticks, stun guns, firearms, ammunition, mace, pepper spray, acid, explosive devices, fireworks, pyrotechnics, slingshots, cross or noncross bows or arrows, or any other instrument capable of inflicting serious injury. The brandishing of any instrument, piece of equipment, or supply item in the form of a threat of bodily harm to another will cause such instrument to be considered a weapon. Weapon lookalikes, such as toy guns, may also be considered weapons under this policy.



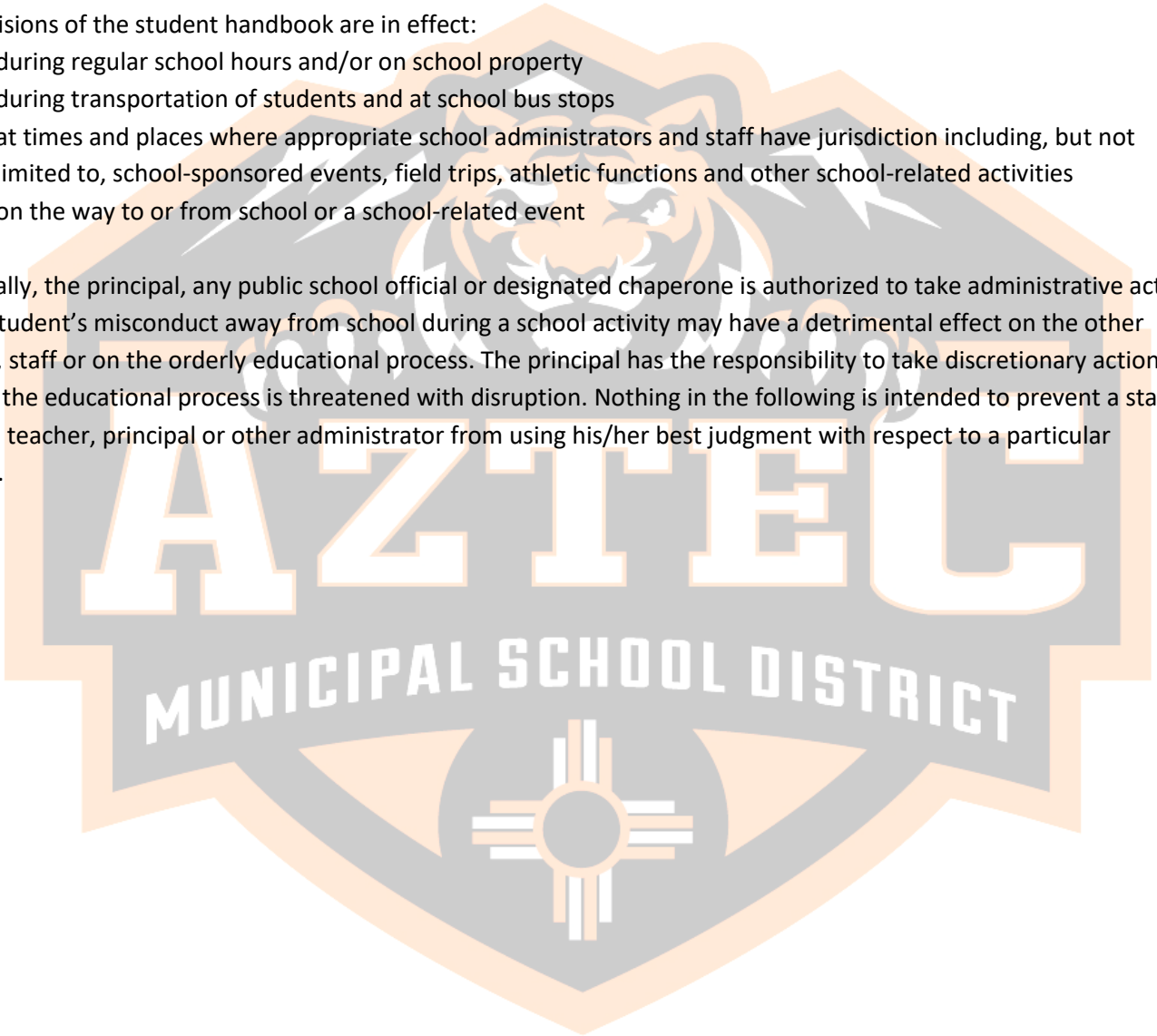
Section 2 - School District Authority and Jurisdiction

This student handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school district has the discretion to modify the provisions of this handbook at any time. Each school's handbook supplements this student handbook and should be referred to for more specific guidelines. If a provision of an individual school's handbook is inconsistent with this student handbook, this handbook will supersede. If this handbook is inconsistent with Aztec Municipal School District Board Policy, the AMSD Board of Education policies will supersede this handbook.

The provisions of the student handbook are in effect:

- during regular school hours and/or on school property
- during transportation of students and at school bus stops
- at times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities
- on the way to or from school or a school-related event

Additionally, the principal, any public school official or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity may have a detrimental effect on the other students, staff or on the orderly educational process. The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.



Section 3 - Student Rights

3.1 Educational Opportunity

Subject to the district's open enrollment policy and New Mexico state law, a free public school education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility not to deny this right to any other student.

3.2 Safe Environment

All students have the right to a safe, caring and drug-free school setting that is orderly, educationally efficient and reasonably free from disruption during normal teaching/learning functions.

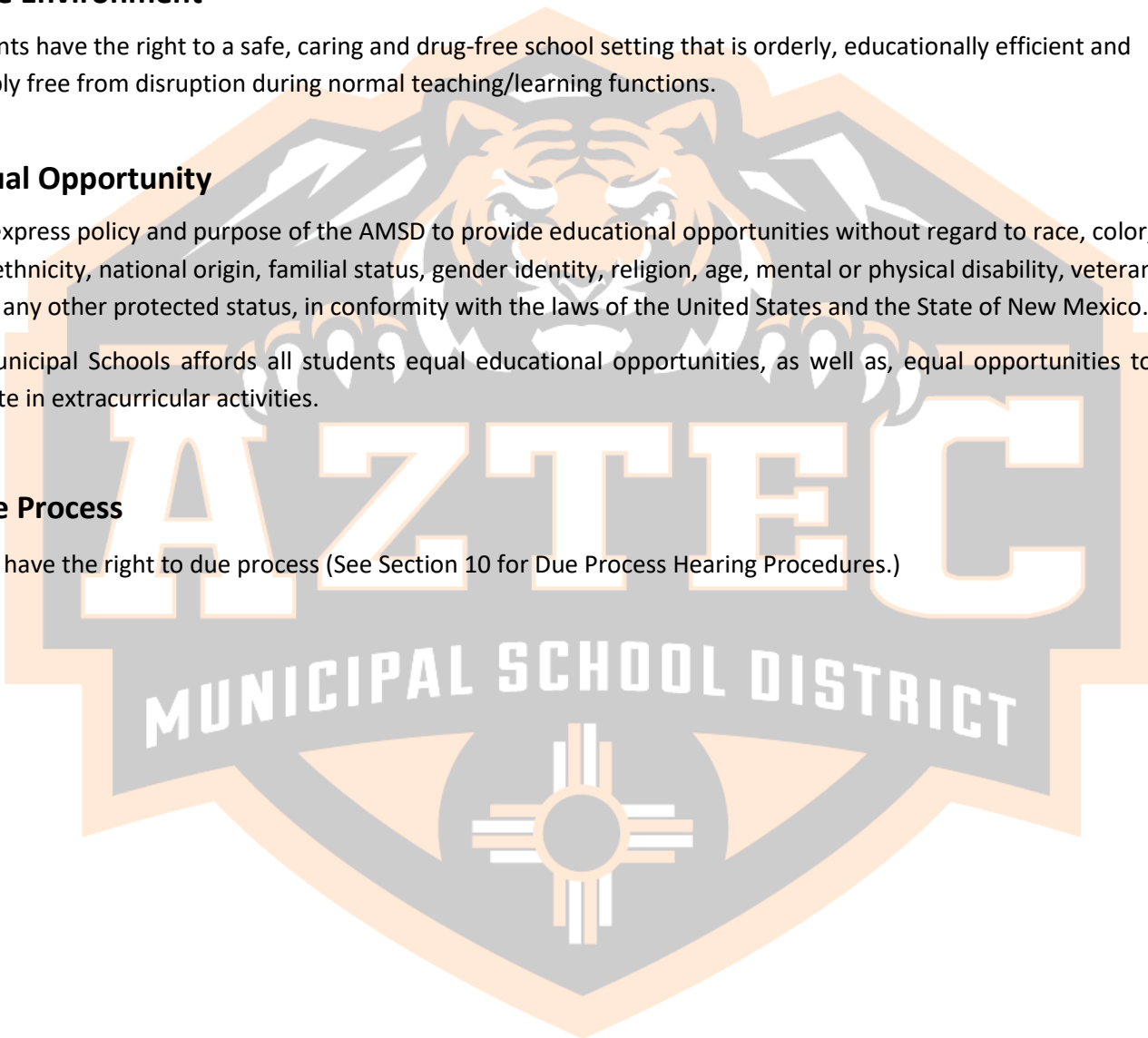
3.3 Equal Opportunity

It is the express policy and purpose of the AMSD to provide educational opportunities without regard to race, color, gender, ethnicity, national origin, familial status, gender identity, religion, age, mental or physical disability, veteran status or any other protected status, in conformity with the laws of the United States and the State of New Mexico.

Aztec Municipal Schools affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities.

3.4 Due Process

Students have the right to due process (See Section 10 for Due Process Hearing Procedures.)



Section 4- Expectations and Responsibilities of Students

4.1 Attendance

Students should attend school regularly. District policy and state law require daily school attendance for those between the ages of 5 and 18, or until graduation from high school. Students are expected to:

- Attend school every day and be on time for every class.
- Help communicate between your parents and the school if school days are missed for health reasons.

4.2 Achievement

Students are expected to achieve academically. They are expected to:

1. strive to fulfill their academic potential
2. actively participate in both academic and non-academic activities
3. be prepared for each class with appropriate materials and completed assignments

4.3 Social Responsibility

1. Students are responsible for helping maintain a safe, orderly and educationally focused learning environment and for being good members of the community. Students are expected to:
2. be responsible and accountable for one's own actions
3. adhere to school rules and make positive contributions to the academic and social climate
4. follow the school dress code
5. respect authority, property, and the rights of others
6. respect fellow students and all school staff members
7. accept people of different abilities and backgrounds (political, social, ethnic, gender, economic and religious) and learn to communicate and work together despite these differences
8. share abilities, time and skills to further one's own goals and to help others succeed
9. maintain a safe school environment
10. inform school staff of pertinent information that could compromise school and student safety
11. resolve differences with others in a positive, non-violent way
12. remain free of alcohol, tobacco and controlled substances
13. pay required fees and fines or seek District support, if needed.
14. refrain from violations of school, department and AMSD student behavior handbooks
15. obey all AMSD Board policies
16. seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels
17. cooperate with staff in the investigation of disciplinary cases and volunteer information when the student has knowledge relating to a violation of school policy

Section 5- Expectations and Responsibilities of Parents or Guardians

School officials are partners with parents and families in educating all children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment. You share in this responsibility.

5.1 Attendance

1. See that your student(s) attends school every day on time as mandated by the State of New Mexico's Compulsory Attendance Law.
2. Report and explain absences and tardiness to the school.

5.2 Achievement

1. Support your students in doing their homework and studying at home.
2. Make learning a priority.
3. Discuss report cards and school assignments with your child.
4. Cooperate with your children's teachers, school administrators and other school staff members.
5. Stay informed of your child's ongoing scholastic achievement and progress, and advocate for your child's learning needs.
6. Participate in parent/guardian-teacher conferences to discuss your child's school progress and welfare.

5.3 Social Responsibility

1. Make every effort to provide for the physical needs of the child.
2. Be sure your child is appropriately dressed at school and school-related activities.
3. Understand our district rules and the rules of your child's school.
4. Support school administrators in enforcing these rules.
5. Support the school and the Board of Education in maintaining high expectations of all students.
6. Keep the school informed of your current contact information by notifying the school of any change of address or phone numbers.
7. Provide copies of legal documents stating custody and visitation privileges in instances of divorce or separation.

5.4 Parental Commitments and The Aztec PARTNERShip

It is important for us to work together as parents and school personnel because improving student learning for all students is the work of the entire community. The following are the commitments that were developed by a team of dedicated parents representing all the grade levels and schools within our district:

As parents we commit to:

1. Improving learning for all students as the primary focus of the district by:
 - dedicating our time, knowledge, support, and resources to facilitate high levels of learning throughout our school community
 - partnering with staff to help provide the necessary tools and assistance so the staff can effectively and directly

impact student learning

- initiating conversations with our students about what they learned each day
- utilizing relevant lessons from school and applying them to daily life

2. Maintaining a constructive and healthy collaborative culture that models the behaviors which we expect of ourselves and others by:

- building a positive relationship with school staff to enhance student learning
- focusing on solutions when examining problems and resolving conflicts
- encouraging supportive home environments that value the importance of learning
- communicating with school staff about the progress of your child through available resources including but not limited to student information systems (Power School), daily planners, emails, website, and personal contact

3. Supporting a climate focused on results by:

- working with staff on an ongoing basis to assess individual student strengths and weaknesses
- working with staff to ensure students are progressing toward their individual goals
- celebrating the accomplishments of individuals and groups
- instilling in students an overall view of the goals and long-term benefits of the educational process

In addition, it is the vision of the Aztec Municipal School District to create an environment where all involved come to our facilities *inspired* – wake up every day inspired to learn, to teach, and to be a part of community – *safe* – feel safe wherever you are, both physically and emotionally - & *fulfilled* – ending each day fulfilled by the work accomplished. In order to attain this reality as an organization, we commit to the following:

1. **We ARE Aztec (Pride)** – We are the ambassadors of our schools and district. We commit to take pride in the work we do. We share our pride by promoting an Inspired, Safe, & Fulfilled environment through positive communication and vision reinforcement. We proudly wear our school/district attire as it symbolizes our shared identity and commitment.
2. **We ARE Kind Communicators (Attentive)** – We commit to communicate candidly, speak with kindness, listen fully, presume positive intentions, and earn trust. We share information openly, broadly, and intentionally. We use positive and uplifting language such as: “I’m happy to...”, “I support you...”, “It’s my pleasure...”, “I hear you...”, “Your input is valuable...”, and “We want to assist...”
3. **We ARE Highly Relational (Respect)** – We commit to build healthy relationships. We strive to know each individual by name, face, strengths, interests, and values. We treat others with courtesy, respect, and dignity and view every interaction as an investment in improving relationships. We recognize that maintaining healthy relationships is the foundation for enriching all our lives.
4. **We ARE a Dedicated Team (Teamwork)** – We are all part of one team. We commit to hearing and valuing everyone’s voice. We are dedicated to individual and organizational health. We fully support one another as we foster a culture of team building and celebration.
5. **We ARE Community (Networking)** – We recognize that educational organizations and their communities exist is a cooperative relationship. By working collaboratively, we will ensure every unique stakeholder will feel essential to the educational community. Diversity is our strength. This relationship will enable the educational process to be elevated.
6. **We ARE Empowered (Equipped)** – As AMSD team members, we recognize that every individual has unique skills and strengths to bring to our shared problem-solving efforts. We commit to providing input and ideas in order to initiate positive change. We operate with open, solution-oriented minds, committed to turning relevant ideas into purposeful actions. While we might disagree, we fully commit to our shared problem-solving efforts.
7. **We ARE Innovators (Risk-taking)** – We support the development and continuous improvement of all staff and students. We commit to recognize and acknowledge when colleagues do great work. We encourage risk-taking, breaking down barriers, and the implementation of new ideas. We are trusted to try new methodologies and instructional practices. We turn failed situations into learning experiences and accept the obligation to correct them. We promise to make learning personal. We are DIFFERENT. By design.

8. **We ARE Here to Serve** (Service) – As educators, we serve the next generation. We commit to being pleasant, show empathy, and greet each person with warmth. We listen and ask questions to seek clarity when a colleague, parent, or student expresses a need. We take ownership and accept responsibility for making sure needs are met, the problem is addressed, and solutions are offered. We rely on and encourage one another by holding ourselves accountable to our values and commitments.



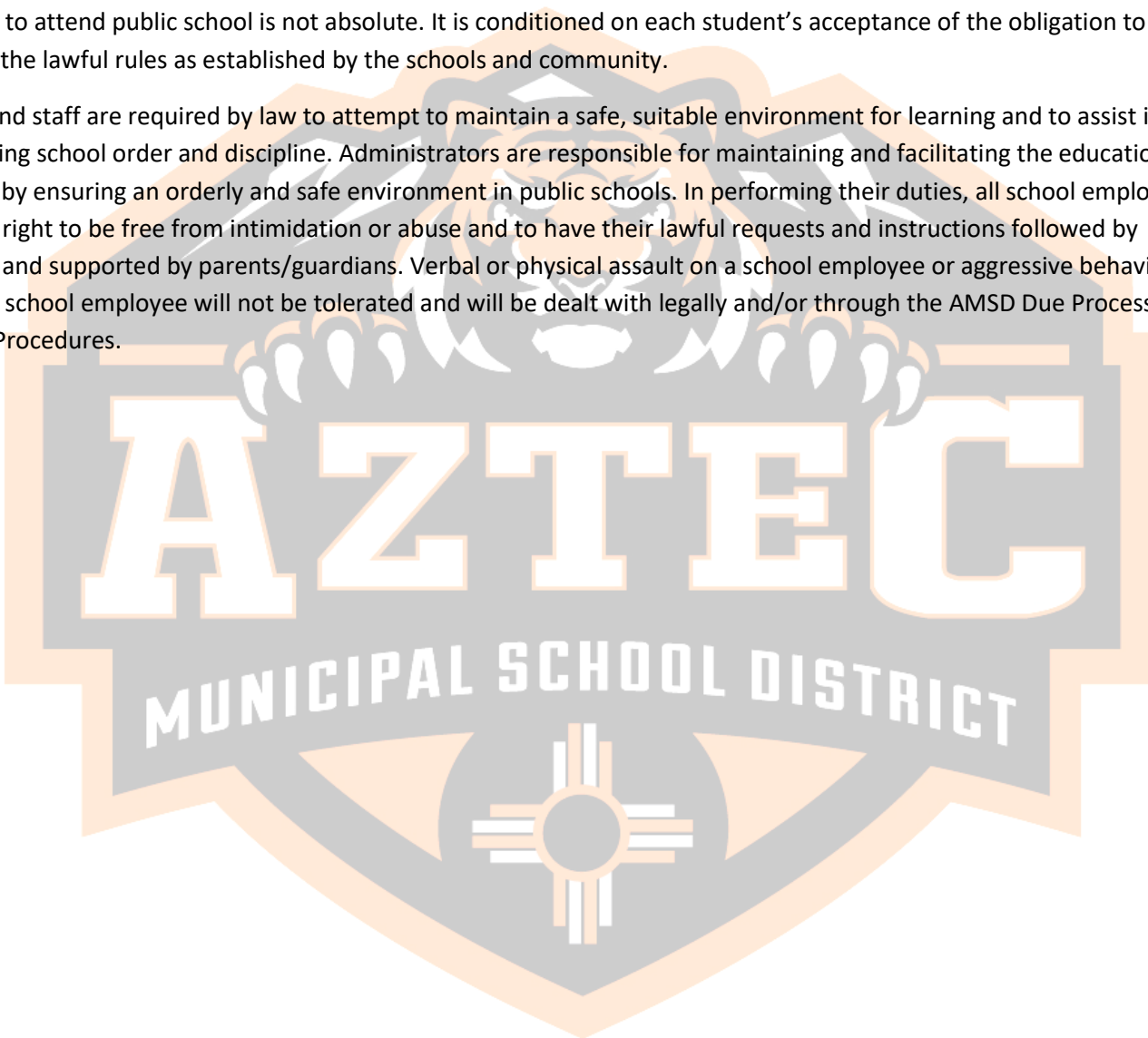
Section 6- Rules of Conduct

A primary responsibility of the New Mexico public schools and their professional staff is to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are effected.

The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding responsibility.

The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules as established by the schools and community.

Faculty and staff are required by law to attempt to maintain a safe, suitable environment for learning and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly and safe environment in public schools. In performing their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students and supported by parents/guardians. Verbal or physical assault on a school employee or aggressive behavior toward a school employee will not be tolerated and will be dealt with legally and/or through the AMSD Due Process Hearing Procedures.



Section 7- Consequences for Unacceptable Conduct

The following consequences have been established by the AMSD Board of Education and must be expected for each violation. Each consequence will depend on the severity of the violation and whether the violation is a first offense or a repeated act. The consequences for unacceptable behavior may vary as each administrator selects from a broad spectrum of consequences to include those listed here. Additionally, section 15 of this handbook explains disciplinary considerations for students receiving Special Education or 504 services. For those students, if any provisions of Section 7 conflict with section 15, section 15 controls.

7.1 Consequences (include but are not limited to):

1. Staff and Student Conference

School personnel will meet with the student in person.

2. Behavior or Attendance Contract

Contracts entered into by the student and parent or guardian when habitual misconduct or truancies have been documented by the administration. The breach of such a contract may warrant a recommendation for long-term suspension and the AMSD Due Process Hearing Procedures will apply.

3. Staff and Parent/Guardian Conference

School personnel will communicate with parents/guardians by note, by telephone or in person.

4. Administrator and Student Conference

The site administrator will meet with the student in person.

5. Administrator and Parent/Guardian Conference

The site administrator will communicate with the parent/guardian by note, by telephone or in person.

6. Administrator, Staff, Student and Parent/Guardian Conference

All parties involved will participate in a personal conference.

7. Community Service

The student may be required to perform community service in lieu of or in addition to other penalties.

8. Detention

Retaining a student before or after school or during the lunch recess period.

9. In-School Suspension (ISS)

Removal of the student from regular classes and placement with school personnel for supervision.

10. Short-Term Suspension

Removal of a student from classes and all school related activities for a period of time up to ten school days. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school-sponsored events. Local law enforcement authorities may participate in removal, if necessary.

11. Long-Term Suspension

Removal of a student from school and all school-related activities for more than ten school days and the AMSD Due Process Hearing Procedures will apply.

11. Expulsion

A student who has been validly expelled from the AMSD is not entitled to receive any educational services from the AMSD permanently. Expelled or suspended students are also restricted from coming onto all school

grounds. When appropriate, a student who is expelled may be placed in an alternative program.

12. Restitution

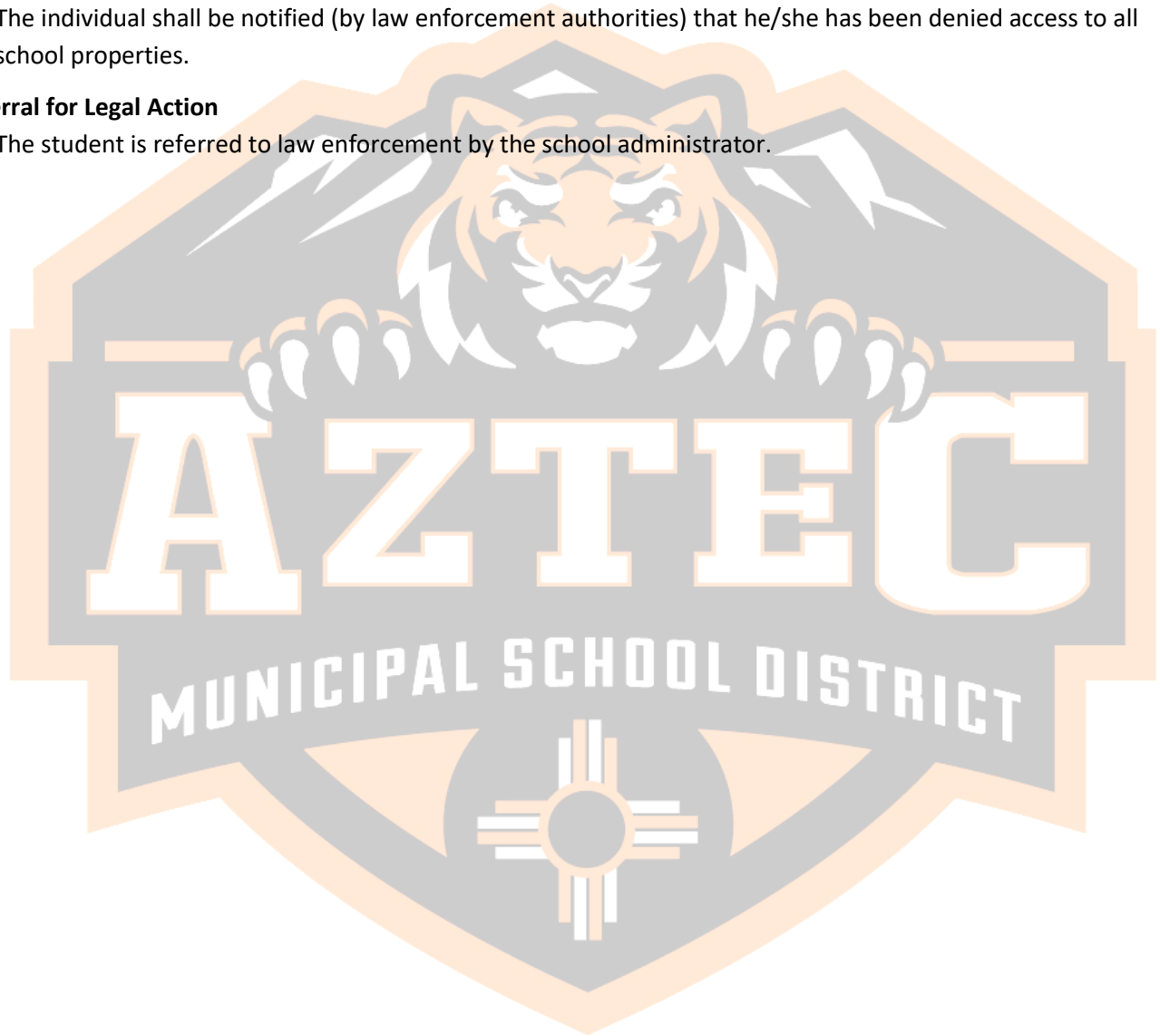
Payment for items that have been damaged and/or stolen will be sought. This includes damage to the school facilities, bathrooms, lockers and equipment; damage or loss of school textbooks, materials and supplies for which the student and parents/guardians are responsible or damage to personal property of school employees or students or school neighborhood residents. Such matters may be referred to the local law enforcement authorities for further action.

13. Trespass Notice

The individual shall be notified (by law enforcement authorities) that he/she has been denied access to all school properties.

14. Referral for Legal Action

The student is referred to law enforcement by the school administrator.



Section 8 - Student Dress Code

Student dress should not disrupt the educational process of the school. When a student's appearance, mode of dress and/or cleanliness is distracting and disruptive to the educational process or constitutes a threat to safety or acceptable standards of sanitation or does not meet the following regulations, the student will be required to make modifications.

An administrator shall make the final decision on whether a student's dress is appropriate.

The following rules shall apply at all schools:

1. Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts and chest area, and stomach area are fully covered with fabric that is not able to be seen through.
2. Students must wear:
 - A shirt (with fabric in the front, back, and on the sides under the arms),
 - And Pants, dresses, or equivalent (i.e., a skirt, sweatpants, leggings, or shorts),
 - And shoes (safe and appropriate for the weather, course assignments, athletic, and other conditions,
3. Students may wear hoodies and hats while on campus, but in classrooms only at the discretion of the classroom teacher.
4. Students cannot wear the following clothing or accessories:
 - Any item with offensive images or language, including profanity, hate speech, pornography, etc.,
 - Any item that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities,
 - Any item that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights,
 - Any item that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene,
 - Any item that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, threats to others, or references any weapon or firearm,
 - Any item that reveals visible undergarment,
 - Any item that could be considered dangerous or could be used as a weapon,
 - Any item that conceals the face, except as a religious observance and/or public health order.

Exceptions for special activities, health considerations, and safety may be pre-approved by the site administration.

Section 9 - Disruption of the Educational Process

Certain student behaviors disrupt the educational process. The administrator or designee of the school has the responsibility to take disciplinary action any time the educational process is disrupted or threatened with disruption. It is the purpose of this document to provide an overview of unacceptable behaviors and the possible consequences. This overview is not all-inclusive; acts of misconduct not specified herein shall also be subject to disciplinary action by appropriate school personnel. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his or her professional judgment with respect to a particular situation.

9.1 Abusive or Obscene Language

Language can be considered abusive when it is said directly to a person or when the comment is made about someone. All school personnel, including teachers, administrators, substitute teachers, custodians and instructional assistants, will not be subjected to language that is abusive to them.

9.1A Consequences for Violation of Policy

Students who use such language and/or gestures, write, or possess profane, indecent, or obscene language, literature, writing, pictures, or posters are subject to disciplinary action at the discretion of the teacher and/or administrator.

9.2 Fighting

The exchange of physical blows (hitting, slapping, pushing, or shoving) is unacceptable behavior on any school property. Students who are intimidated or harassed by another student should report such to a parent or guardian, teacher, administrator or counselor. Teachers and counselors will report these incidents immediately to an administrator. Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight, or record fights), submit themselves to the same penalties as those who are involved in the fight.

Fighting will not be tolerated on campus, on or off campus during lunch, or on the school bus.

9.2A Consequences for Violation of Policy

Administrative discretion will dictate consequences. Depending on the age of the students involved and/or the severity of the incident, violations may warrant a conference with student and/or parent, detention, short or long-term suspension or expulsion. Depending on the severity of a fight, law enforcement may be notified.

9.3 Public Display of Affection

The Aztec Municipal School District respects healthy relationships which maintain respect for self and others. Inappropriate displays of affections, such as excessive contact, are unacceptable on school campuses and property, including during the use of school transportation.

9.3A Consequences for Violation of Policy

Failure to follow this policy or to comply with a directive from school staff to comply will be considered insubordination and may result in a conference with student and/or parent, detention, and short or long-term suspension.

9.4 Tobacco and/or Nicotine Delivery Products

The possession, distribution or use of any tobacco, nicotine delivery product or look-alike product, including e-cigarettes and vapor products, by students is prohibited at all times inside any building, on any property and in any vehicle which is owned, leased, rented or loaned to the AMSD. The possession, distribution or use of any tobacco product by students at any school sponsored or sanctioned events and activities is prohibited at all times.

9.4A Consequences for Violation of Policy

Violations may warrant short or long-term suspension. Consequences will be determined by a school administrator and or designee. If necessary, legal action will be taken to remove violators.

9.5 Controlled Substances and Alcohol

Students are prohibited from using, possessing, distributing, buying, selling or being under the influence of alcohol, drugs and counterfeit (look-alike) drugs and from possessing, using or distributing drug paraphernalia while on school property or at school-sponsored activities, including transit and lodging. See the glossary of terms for relevant definitions.

9.5A Consequences for Violation of Policy

The consequences for being under the influence:

1. Any student under the influence of controlled substances may be referred for medical treatment.
2. The student will be suspended pending an investigation.
3. The local law enforcement authorities may be notified and the student may be turned over to the local law enforcement authorities.
4. Within five school days of the suspension, the student may be required to schedule and/or undergo a diagnostic evaluation for drug dependency. This evaluation may include a chemical drug screen, such as, but not limited to, a urinalysis or hair follicle exam. The school administrator will direct students and parents to agencies which provide free screenings. If parents choose services from other agencies, the service will be at their own expense. A copy of the evaluation, if required, must be provided to the school principal. The student may return to school at the discretion of the principal or, after an investigation into the matter, be referred to the AMSD due process hearing procedures.
5. If the student is permitted back into school after any violation, he/she may be placed on a discipline contract at the school site.

The consequences for being in possession:

1. Any student in possession of drugs or drug paraphernalia will be suspended pending an investigation. If the investigation determines that long term suspension or expulsion is warranted, the AMSD due process hearing procedures will apply.
2. School administration will confer with law enforcement authorities.
3. Within five school days of the suspension, the student may be requested to undergo a diagnostic evaluation for drug or alcohol dependency. This evaluation may include a chemical analysis, such as, but not limited to, a urinalysis or hair follicle exam. The evaluation will be at the expense of the student or parent/guardian of the

student. If applicable, evaluation results will be considered at the student's due process hearing.

4. If the student is permitted back into school after any violation, she/he will be placed on a discipline and/or behavior contract at the school site at the discretion of the site administration or hearing officer. .

9.5B Suspicion of Drug Use

If a staff member suspects that a student uses or is using drugs the student shall be referred to the building administration to determine future courses of action. In situations where the students are a danger to themselves or others, administrative action shall be taken to attempt to provide a safe environment.

1. If a staff member suspects that a student is under the influence of drugs during the school day, the student shall be referred to the school administration immediately.
2. If a staff member suspects that a student is under the influence of drugs during a school sponsored activity, the student shall be referred to the activity sponsor or head coach immediately and the sponsor or head coach will contact the school administration.
3. If a staff member suspects that a student uses or is using drugs the student shall be referred to the building administration to determine future courses of action.
4. In situations where the students are a danger to themselves or others, administrative action shall be taken to attempt to provide a safe environment.
5. Certified drug dogs may be used for sweeps of lockers, students' possessions and vehicles on a school campus at the discretion of the superintendent or designee.

9.5 C. Distribution of Any Controlled Substance

Students suspected of the distribution of any controlled substance will be fully investigated by school administration in conjunction with local law enforcement authorities. Students found to be distributing any controlled substance will be subject to Due Process Hearing Procedures.

9.6 Theft and or Vandalism

Theft and vandalism have a negative impact on the school and the community both in the monetary cost (where replacement and restoration costs affect the budget) and the social cost (where the event has a significant negative impact on student, staff, and community morale). Neither theft nor vandalism will be tolerated.

9.6A Consequences for Violation of Policy

Students, or the parents of students, committing acts of theft or vandalism may be held responsible for the cost of replacing or restoring the property stolen and/or damaged. Students may be required to complete community service. Violations may also warrant detention, short or long-term suspension or expulsion.

If necessary, legal action will be taken. Aztec Municipal Schools may offer a reward for information leading to the arrest and conviction of persons committing acts of vandalism.

9.7 Possession or Use of Explosive Devices/Fireworks

Possession or use of any firework, other explosive device, or look alike regardless of discharge, is prohibited on AMSD property or during AMSD sponsored or sanctioned events and activities.

9.7A Consequences for Violation of Policy

Administrative discretion will dictate consequences. Violations may warrant detention, short or long-term suspension or expulsion. If necessary, legal action will be taken. A student in possession of an explosive device, regardless of origin on school property or in school vehicles may be reported to law enforcement authorities.

9.8 Weapons

The presence of weapons on school premises at any time not only creates unacceptable risks of injury or loss of life, but also creates a climate that undermines the educational process. Accordingly, it is the policy of the AMSD to strictly prohibit the possession, conveyance, use, or storage of weapons or weapon lookalikes on school property, at school-sponsored events, or in or around a school vehicle. This policy applies to students, employees, and visitors, including those who have a permit to carry a weapon, with exception to a certified law enforcement officer. Onsite school administrators retain final authority in determining what constitutes a weapon and evaluating potential danger. The AMSD seeks to create a safe learning and working environment and adheres to all applicable local, state and national laws.

If a public school administrator or employee has reasonable cause to believe that a student is in possession of or has been in possession of a weapon on school premises, the administrator shall take the necessary steps to attempt to ensure school safety.

9.8A Consequences for Violation of Policy

1. The school administrator will conduct an investigation following due process procedures and may suspend any student who violates this policy. AMSD due process hearing procedures will apply for all suspended students.
2. The student may be turned over to law enforcement authorities.
3. Students who know of but do not report a weapon on school premises may receive consequences at the discretion of the principal.

9.9 Firearms

It is the policy of the AMSD to forbid the possession, custody and use, by students or any other unauthorized persons on school premises and/or during school sponsored activities, of any type of firearm. This specifically includes “look-alikes.”

9.9 A Consequences for Violation of Policy

Any student who violates this policy will be suspended and AMSD Due Process Hearing Procedures will apply. The student will be turned over to law enforcement authorities.

The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the Superintendent may modify in writing the one-year expulsion requirement on a case-by-case basis.

9.10 Gang Activity/Secret Societies

The presence and activities of gangs and secret societies in the public schools create an atmosphere of intimidation in the entire school community. The short and long-term effects of gangs and secret societies are disruptive to the educational process and are prohibited in the schools. Since gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity.

An administrator shall make the final decision on whether a student's dress and/or behavior are indicative of gang involvement.

No student on school property or at any school activity shall:

1. Engage in any act in furtherance of the interest of any gang or gang activity, including but not limited to:
2. Soliciting membership in or affiliation with any gang.
3. Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
4. Painting, writing or otherwise inscribing gang-related graffiti, messages, symbols or signs, on school premises or on personal notebooks or backpacks or other items in the student's possession.
5. Soliciting any person to engage in physical violence against any other person.
6. Engaging in any act, either verbal or nonverbal, including gestures, whistling or handshakes, showing membership or affiliation with any gang.
7. Display gang-related personalization on hats, on items of clothing, or on one's person.

9.10A Consequences for Violation of Policy

1. Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.
2. School officials retain the right to seek monetary reimbursement from parents of students involved in acts of vandalism or graffiti for, but not limited to, removal and/or repair as result of vandalism or graffiti on school premises.

9.11 Harassment

Standard of Conduct for Employees – No employee may engage in any conduct of a sexual nature with a student at any time or under any circumstances.

Standard of Conduct for Students – Unwelcome Conduct of a Sexual Nature

Verbal, electronic or physical conduct of a sexual nature by one student to another may constitute harassment when the allegedly harassed student has indicated, by his or her conduct, that the behavior is unwelcome. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome; however specific notice is not necessary if the conduct goes beyond the scope of the initial welcomed conduct.

Verbal, electronic or physical conduct of a sexual nature by a student to an employee may constitute harassment.

It is the express policy of the AMSD Board of Education to encourage students who feel they have been harassed by a school employee or by another student or any other person to report such claims.

1. Reporting of Harassment by a School Employee:
 - a. Any student who believes a school employee has subjected him or her to any conduct of a harassing nature may

tell a counselor, principal, assistant principal or any other school personnel.

- b. If a student believes he or she has been harassed by a school employee and feels uncertain about who to tell or feels uncomfortable telling a counselor or principal, he or she should tell his or her parents or guardians about the problem. The parents or guardians can help report the harassment to appropriate school personnel.
- c. If a student believes he or she has been harassed by a counselor or a principal or by any other administrator, the student should report the harassment to the superintendent or designee and parents or guardians.

2. Reporting of Harassment by a Student:

- a. Any student who believes he or she has been harassed by another student or other students may tell a teacher, counselor, principal or assistant principal.
- b. If a student believes he or she has been harassed by another student or students and feels uncertain about whom to tell or feels uncomfortable telling a counselor or principal, the student should tell his or her parents or guardians about the problem. The parents or guardians can help report the harassment to appropriate school personnel.

3. Employee Responsibility:

Any employee who receives a report of harassment of a student, whether the report is given by a student, a parent or guardian or another employee must notify his or her immediate supervisor, the Civil Rights Compliance Officer or the superintendent of such a report regardless of whether the employee receiving the report considers the report credible or significant.

4. Investigation:

The superintendent will appropriately and promptly investigate all reports of harassment. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context to which the alleged conduct occurred will be investigated and considered.

9.11 A Consequences for Violation of Policy

1. Employees – Any employee found to have engaged in conduct of a harassing nature with a student shall be subject to disciplinary action, up to and including termination or discharge.
2. Students – Any student found to have engaged in harassment shall be subject to disciplinary action up to and including expulsion.

False Reporting - It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action up to and including expulsion.

9.12 Threats of Violence

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. Students found to have committed a threat of violence will be fully investigated by site and/or district administration and local/state law enforcement authorities. Consequences may result in suspension and/or expulsion.

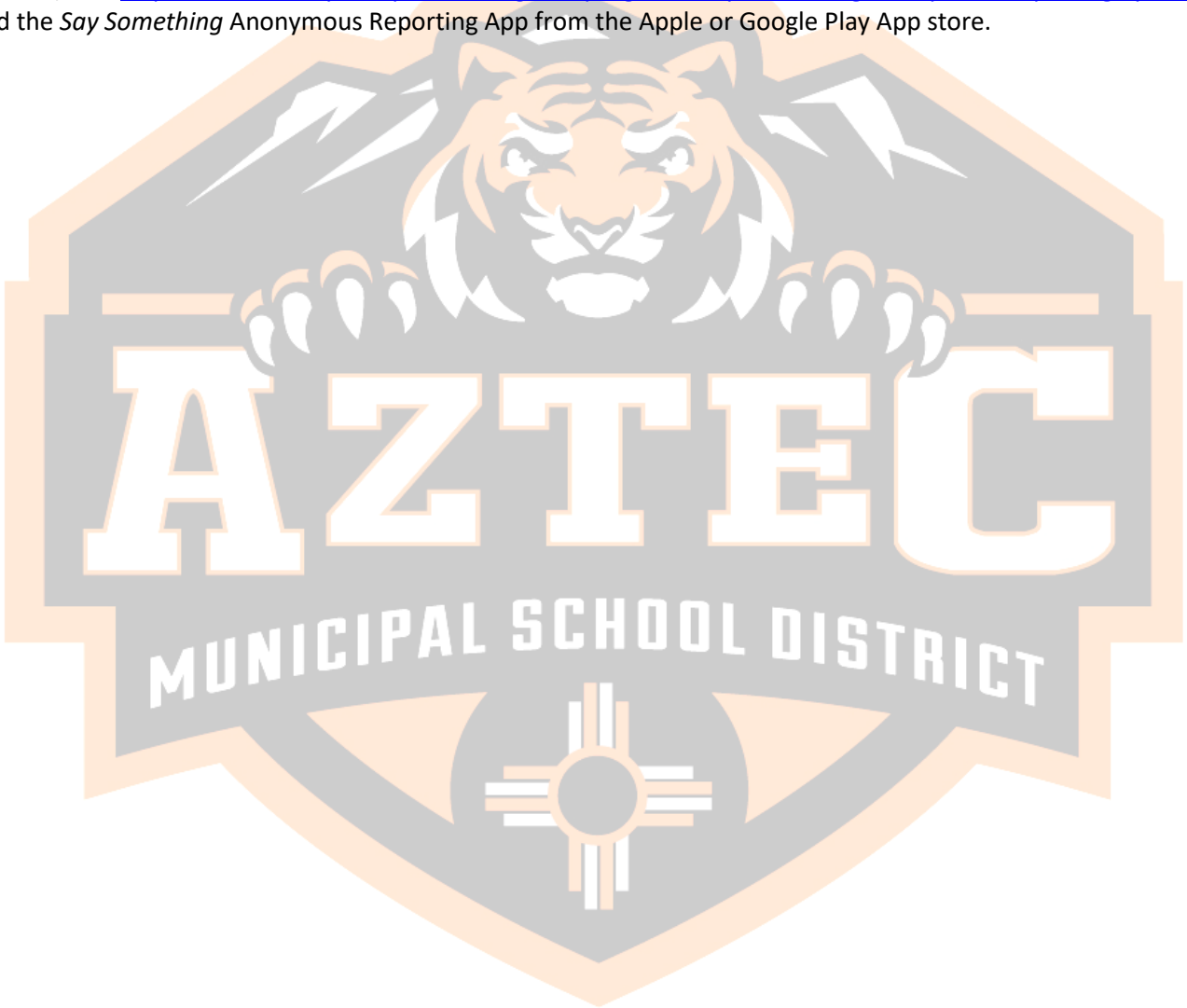
9.13 Acts of Felony

A student who is charged by petition with the commission of a delinquent act as defined in NMSA 1978 32A-2-3, which

would be a felony if the act were committed as an adult; charged with a felony; or convicted of a felony may be subject to the AMSD Due Process Hearing Procedures. This section may apply whether or not the student or child is currently enrolled in the Aztec Municipal School District. It is the policy of the AMSD to cooperate fully with law enforcement when felonious acts are committed by students.

9.14 Anonymous Reporting/Say Something

The Aztec Municipal School District utilizes the Say Something Anonymous Reporting System (SSARS). Say Something is a reporting system that students can use to report instances of potential violence or self-harm 24 hours a day, 7 days a week. Reports are completely anonymous and are vital to keeping our schools safe. Reports made to SSARS are received by highly trained crisis counselors at the National Crisis Center and relayed to district administrators and local law enforcement officials. To learn more, visit <https://www.sandyhookpromise.org/our-programs/say-something-anonymous-reporting-system/> or download the *Say Something* Anonymous Reporting App from the Apple or Google Play App store.



Section 10 - Due Process Hearing Procedures

The AMSD Board of Education adopted the following procedures for creating a Hearing Officer to serve as a neutral third party to hear both sides of a severe disciplinary action. A student who has been validly expelled from the AMSD is not entitled to receive any educational services from the AMSD during the period of exclusion from school. Students who are long term suspended may be entitled to educational services from the AMSD during the exclusion from school. Expelled or suspended students are also restricted from coming onto all school properties and transportation. When the administration of a school is seeking long-term suspension or expulsion of a student, the following procedure will be followed.

1. A written notice shall be addressed to the student, through his or her parents or guardians and shall be served upon the parents/guardians personally or by mail.
2. The written notice will contain the following information:
 - a. The charges against the student.
 - b. The date, time and place of the hearing and a statement that the student and parent or guardian are entitled and urged to be present.
 - c. A statement that the hearing will take place as scheduled, unless the Hearing Officer or Deputy Superintendent grants a delay or the student and parent or guardian agree to waive the Hearing and comply voluntarily with the decision of the school administration. Failure to appear will not delay the Hearing and may lead to the imposition of the proposed consequence by default.
 - d. A statement that the student has the right to be represented at the hearing by legal counsel. This notice of representation must be filed by a parent or guardian or some other representative designated, in writing, with the Deputy Superintendent at least 72 hours before the Hearing; and
 - e. A description of the procedures governing the Hearing.
3. The Hearing shall be scheduled no sooner than five school days nor later than ten school days from the date of receipt of the notice by parents or guardians unless requested by the parent or guardian.
4. The Hearing Officer or Deputy Superintendent may grant or deny a request to delay the hearing.

10.1 Procedure for Hearing and Decision

1. The formal Hearing is not a trial; it is an Administrative Hearing designed to ensure a calm, orderly presentation of the facts of a case of alleged student misconduct by the administration and by the parent or guardian and student. The impartial Hearing Officer then determines the sanction or punishment, if warranted.
2. Technical rules of evidence and procedure do not apply.
3. The Hearing will be electronically recorded and/or written minutes will be taken.
4. The school's administration shall have the burden of proof of misconduct.
5. The Hearing Officer shall open the Hearing with a statement indicating the purpose of the Hearing, the charges and a description of his/her plans for conducting the Hearing.
6. The school's administrator will then present his or her case, including any witnesses or evidence.
7. The student, parent or guardian and/or counsel will then present their case, including any witnesses or evidence.
8. Character and/or material witnesses may be brought before the Hearing Officer for testimony. As this is a closed hearing, these individuals shall wait in a waiting area until such a time as the Hearing Officer calls them for their testimony.
9. The Hearing Officer will then either reach and announce an immediate decision or deliberate and prepare a written decision within five days of the Hearing. The Hearing Officer will also determine the sanction or punishment, if warranted. The Hearing Officer's decision and sanction, if warranted, shall be mailed to the parent or guardian via certified mail.
10. The Hearing Officer's decisions may be appealed to the Superintendent; instructions for the appeal shall be provided to the student and parent or guardian at the Hearing.

Section 11 - Investigation Procedures

11.1 Questioning a Student

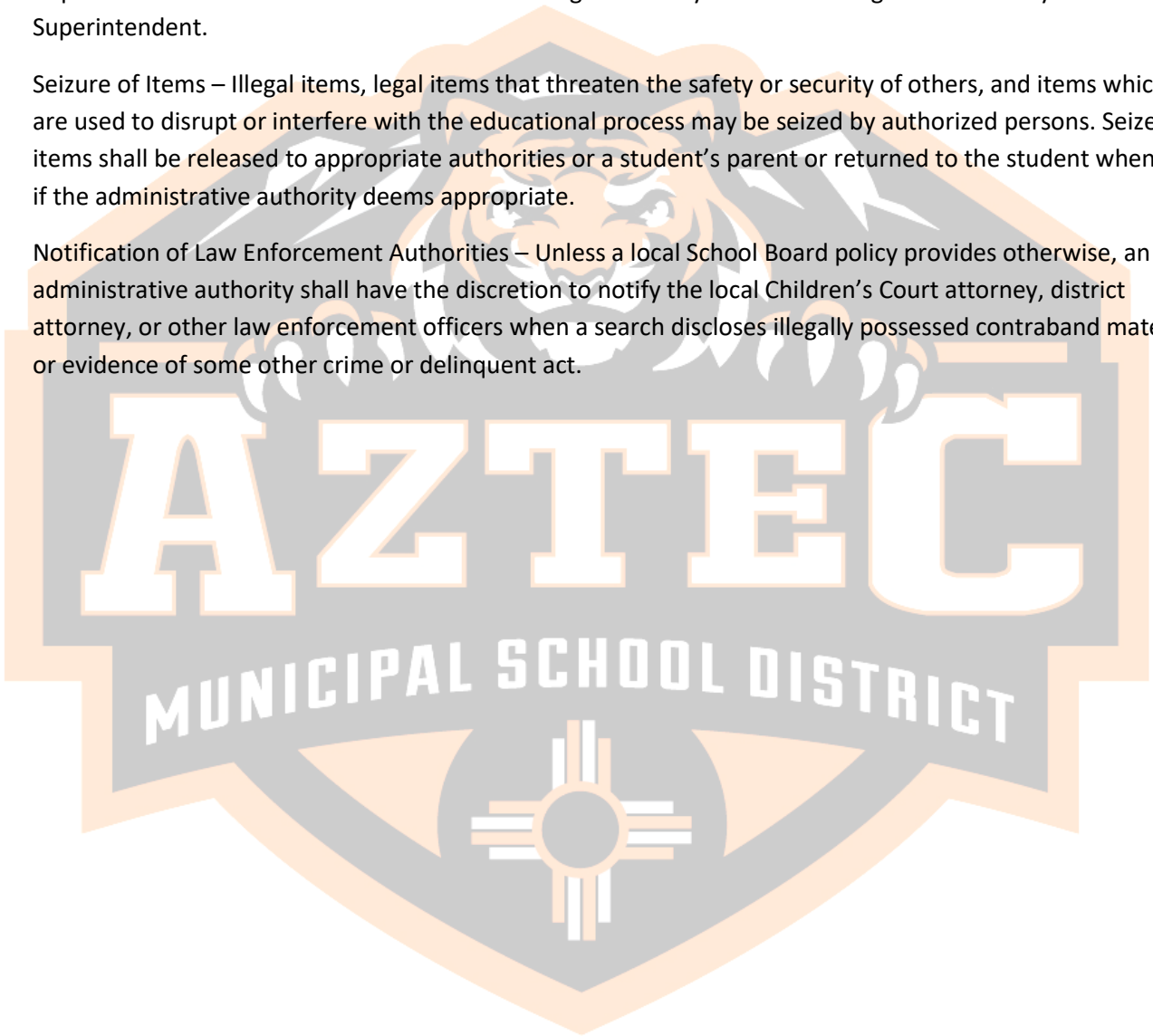
1. If Aztec Municipal School District personnel, school resource officers, or police authorities need to question a student beyond a preliminary investigation on school premises regarding any alleged suspected criminal acts by the student, the school authorities shall attempt to contact the parent or legal guardian.
2. If a parent or legal guardian cannot be contacted, the minor child shall be advised verbally and in writing that it is his or her right not to speak to any official without the presence of his or her parent(s), guardian or attorney. In the event the parents or guardians cannot be contacted or they refuse to allow questioning, questioning shall not be allowed at school. Only a law enforcement officer can serve a subpoena or summons on any school premises.

11.2 Search and Seizure

In recognition of the necessity of conducting searches and seizures of employees and students from time to time in order to enforce school policies and discipline, the following policy is in effect regarding searches and seizures. School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

1. This handbook which is provided to each student and his or her parent or guardian at the beginning of each school year or upon admission for students entering during the school year serves as a notification of the AMSD search and seizure policy.
2. Rules Regarding Searches and Seizure – With respect to both employees and students, the School District reserves the right to search persons, personal effects, and vehicles as follows:
 - a. A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted.
 - b. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.
 - c. Persons are permitted to park on school premises as a matter of privilege, not of right. Every student who wishes to drive or park vehicles on school premises shall obtain a parking permit from the School District and shall display such permits on the vehicle. Application for a parking permit shall constitute express permission by the student and parent that the vehicle may be searched by, or at the direction of, authorized school officials at any time it is on school premises, and a waiver of any and all claims arising from any such searches. The School District also retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent.

- d. In any of the forgoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.
3. Implementation of searches and seizures shall be governed by administrative guidelines set by the Superintendent.
4. Seizure of Items – Illegal items, legal items that threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.
5. Notification of Law Enforcement Authorities – Unless a local School Board policy provides otherwise, an administrative authority shall have the discretion to notify the local Children's Court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.



Section 12 - Student Contact with Law Officers

12.1 Investigation of Child Abuse and Neglect

1. A law enforcement officer and/or a New Mexico Children, Youth and Families Department representative may come to or be called to a school to investigate (1) suspected child abuse; (2) a belief that a child is suffering from illness or injury; (3) a report of child abandonment; (4) a report of a runaway; or (5) a report that the child is endangered by his/her surroundings.
2. Before any individual interviews a student, the administration will require identification. Should an authorized officer or social worker determine that the child should be placed in protective custody, the officer or social worker will notify the parent or guardian.

12.2 Arrest

1. In the event a law enforcement agency deems it necessary to arrest a student during school hours, it is the responsibility of the administration to see that the incident is conducted in the privacy of an administrator's office.
2. The administrator must document the time, date and name of the student to be taken into custody, the name of the officer, including rank and badge number and the agency of the arresting officer who appears at the administrator's office.
3. The administrator will then contact the nearest office of the arresting agency and verify with a supervisory officer the arresting officer's identity, the fact that a warrant has been issued and the necessity for an arrest at school. The administrator shall obtain a copy of the arrest warrant if available and document the contact with the supervisory officer and the justification for the arrest.
4. All of this must occur before the administrator escorts the student from class and/or releases the student.
5. Finally, the administrator shall document the phone number, time and date of attempts made and/or the contact of parents/guardians to advise them that an arrest warrant is being served at school. If the parent/guardian cannot be reached, the superintendent will be notified that the child will be released to the arresting official identified above.

12.3 Probation Officers

If a violation occurs during a student's probation, the student will be released to the probation officer after the above-stated procedure has been followed.

Section 13 - School Bus Discipline Policy

Student transportation is a privilege extended to students who qualify for transportation. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to attempt to provide a safe environment for other students on the bus.

Students and parents / guardians should refer to the AMSD Student Behavior Handbook and / or individual site Student Behavior Handbooks. School bus discipline is to be consistent with expected classroom behavior (AMSD Board Policy E-2450) and applies to all students traveling in school vehicles to and from school (AMSD Board Policy J-4600)(AMSD Student Behavior Handbook - Section 2.1.B). The consequences of inappropriate or dangerous behavior on the school bus will be coordinated by both the designated transportation administrator(s) and the student's site administrator(s) to ensure consistency with district site discipline and documentation in the student's records.

Suspension from the bus does not mean that a student is suspended from school. Instead, the parent or guardian will be responsible for transporting the student to and from school.

13.1 School Bus Driver Authority

Bus drivers have the same authority on the bus as a classroom teacher has in the classroom. Students who ride the bus are under the direct supervision of the driver. When the bus driver reports a bus infraction, the procedures listed below will be followed. Campus administrators retain the right to use discretion interpreting policy. Consequences may vary depending on the severity of the infraction. When a Campus Administrator receives a school bus incident report, the administrator may use the following disciplinary plan:

- 1st Offense:** A warning to the student with an issued report to the parent/guardian. It is expected the parent/guardian will work with the student to help prevent a recurrence.
- 2nd Offense:** Disciplinary action will be taken at the discretion of the principal, depending on the seriousness of the infraction. A verbal or written report to the parent/guardian will be made.
- 3rd Offense:** Suspension of riding privileges may result. The length of suspension will depend on the seriousness of the infraction. A report to the parent/guardian will be made.

Please note a different sequence in handling an incident may be selected by the school or transportation department.

13.2 Pre-K/Kindergarten Students

For safety, kindergarten students must be met at the bus stop by a parent or guardian, unless an older sibling rides the same bus and accompanies them home. Kindergarten students will not be left alone. They will be returned to the school or the transportation department and it will be the responsibility of the parent/guardian to pick up the child.

13.3 Unauthorized Riders, Stops or Boarders

Any students not getting off at their designated stop will be required to have a note from their parents or guardians, signed and dated by the principal/office and then given to the driver or notify the transportation office. This should be used on a short term/temporary basis only (not to exceed two days). Request for a longer term must be submitted in writing to the AMSD Director of Transportation.

The driver cannot accept any notes authorizing them to drop off students at a point other than the student's regular stop.

Students will be picked up and dropped off only at their assigned stops.

If any member of the general public, parent or guardian, or any un-assigned student enters the bus without driver permission, it will be considered a trespass of AMSD property and law enforcement and or legal consequences may be pursued. (*AMSD School Board Policy K-1700 - Public Conduct on School Property*)

13.4 Seating Assignments

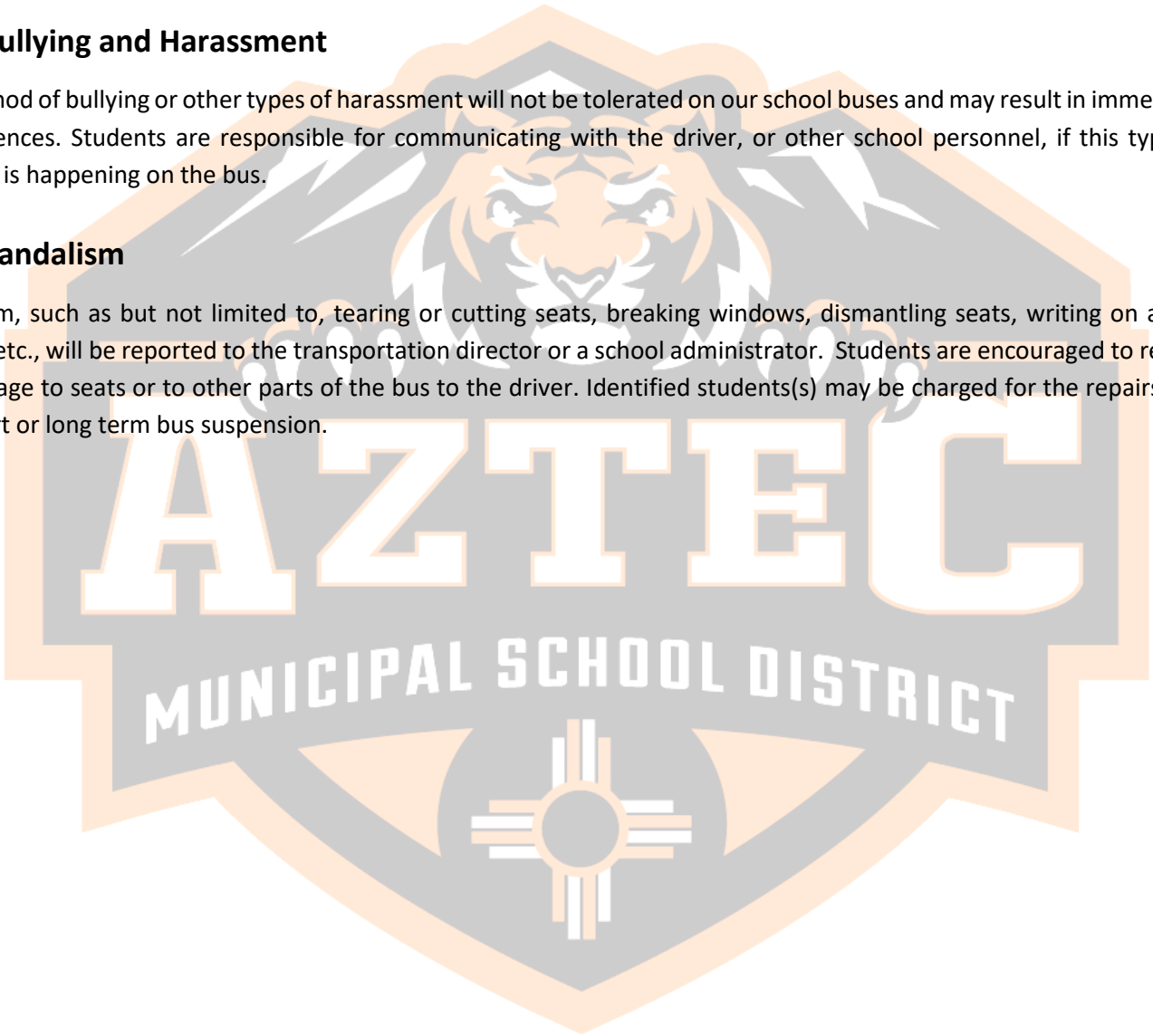
The school bus driver will assign seats to students. The driver has the authority to reassign seats at will if he or she deems it necessary. It is the responsibility of the student to inform the driver of issues that may need to be addressed by adjusting the current seating arrangement. All students must cooperate with the driver's requests.

13.5 Bullying and Harassment

Any method of bullying or other types of harassment will not be tolerated on our school buses and may result in immediate consequences. Students are responsible for communicating with the driver, or other school personnel, if this type of behavior is happening on the bus.

13.6 Vandalism

Vandalism, such as but not limited to, tearing or cutting seats, breaking windows, dismantling seats, writing on a bus surface, etc., will be reported to the transportation director or a school administrator. Students are encouraged to report any damage to seats or to other parts of the bus to the driver. Identified students(s) may be charged for the repairs and face short or long term bus suspension.



Section 14 - Athletics and Extra Curricular Activities Conduct and Discipline

14.1 Philosophy

AMSD believes that participation in athletics and activities, both as a player or performer, is an integral part of the student's educational experiences. Such experiences contribute to the knowledge, skill and emotional patterns that one possesses, thereby making the individual a better person and citizen. Participation in athletics and activities in our district is a privilege that carries responsibilities to the school, the team, the student body, the community, to the family and to the student athletes, themselves. Student athletes represent all these groups through their conduct and their performance. The athlete or performer can, by breaching core principles and training rules, school rules, district rules, NMAA rules or state and federal laws, suffer the loss of the privilege of participation in athletics and activities.

14.2 Mission

AMSD's interscholastic athletic and activities competition will demonstrate high standards of ethics and sportsmanship. Participants in our interscholastic athletics and activities will demonstrate the highest levels of integrity, respect and responsibility.

14.3 Athletes and Performers Core Principles and Training Rules

The expectations and training rules provided in the AMSD Athletic/Activities Handbook and provided by AMSD coaches and sponsors must be followed. They have been developed for the welfare and benefit of all athletes and performers. Our athletes and performers must observe the rules, train faithfully and follow the specific training instructions of their coaches and sponsors. General training rules are in effect for all athletes and performers year round. This also includes any sponsored camp, activity, fundraising event or any other instance where the student can be considered to be representing AMSD. Any participant that fails to adhere to the expectations may be subject to consequences specified by coaches and administrators and sanctions imposed by the New Mexico Activities Association.

The site athletic director and the principal have authority over athletics and activities at their sites. Parents and students should address concerns to those administrators.

Section 15 - Disciplinary Considerations for Students Served Under IDEA and Section 504

Under the IDEA, children with disabilities may be suspended or placed in alternative settings to the same extent that these options would be used for children without disabilities. However, certain conditions apply regarding students with identified disabilities who are receiving special education services: (Note: these conditions do not apply to students in New Mexico identified as gifted.) The protections only apply if the school district has knowledge that your child has a disability or could be a child with a disability via written expressed concern, request for an evaluation or if the school district personnel has expressed specific concerns about patterns of behavior directly to any supervisory personnel of the school district.

IDEA does not prohibit a school district from reporting a crime committed by a child with a disability to the appropriate authorities nor preventing law enforcement and judicial authorities from exercising their responsibilities. In the event a school district reports a crime committed by a child with a disability, copies of the child's special education and disciplinary records will be required to be transmitted for consideration to the appropriate authorities to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

A child with a disability may be suspended for 10 days or less during a school year according to the same procedures that apply to all students. If the students exhibit challenging behaviors, a functional behavior assessment should be considered before behavior continues to interfere with the student benefitting from their education. The district is not required to provide any educational services during the first 10 days of removal.

If a child with a disability is suspended for more than 10 days during a school year, the district must provide services that will allow the child to continue to progress in the general education curriculum and advance toward his or her IEP goals.

If a child is removed from his or her IEP placement for more than 10 consecutive days during a school year (or when the removal otherwise represents a change of placement), a meeting must be held to determine if the undesirable behavior is directly related to or caused by the child's disability, or directly related to a failure by the district to implement the IEP. If the behavior is caused by a disability or if the district has failed to implement the IEP, the child may not be suspended or expelled and the IEP team must modify the child's placement or services as needed. If the behavior is not the direct result of a disability or a failure to implement the IEP. This is called a manifestation determination. The child may be suspended or expelled according to normal procedures but the district must continue to provide services that will enable the child to progress in the general education curriculum and advance toward his or her IEP goals.

The IEP team must conduct a Functional Behavioral Assessment (FBA) and develop a Behavioral Intervention Plan (BIP) (or review the current BIP if already in place) when a child has been removed for more than 10 consecutive days in the district year or when the removal represents a change of placement.

A BIP is an individualized behavior plan that provides specific actions for redirecting undesired behavior in a positive way. As a member of your child's IEP team, if your son or daughter requires a BIP, you will be able to give your input.

Students receiving special education or 504 services may not be long term suspended or expelled because of his or her disability or behaviors directly related to his/her disability without the district providing educational services as a part of a free and appropriate public education.

15.1 Infraction Related to a Student's Disability (Manifestation Determination)

The IEP/504 team will meet and complete a manifestation determination to determine the relationship between the behavior prompting suspension and the student's disability. If it is determined that the behavior that prompted the suspension is directly related to or caused by the student's disability, the student will be placed back into their previous placement upon review and revision of the IEP/504 plan. If it is found that the behavior that prompted suspension is not related to the student's disability regular disciplinary action can be taken. Students who receive special education

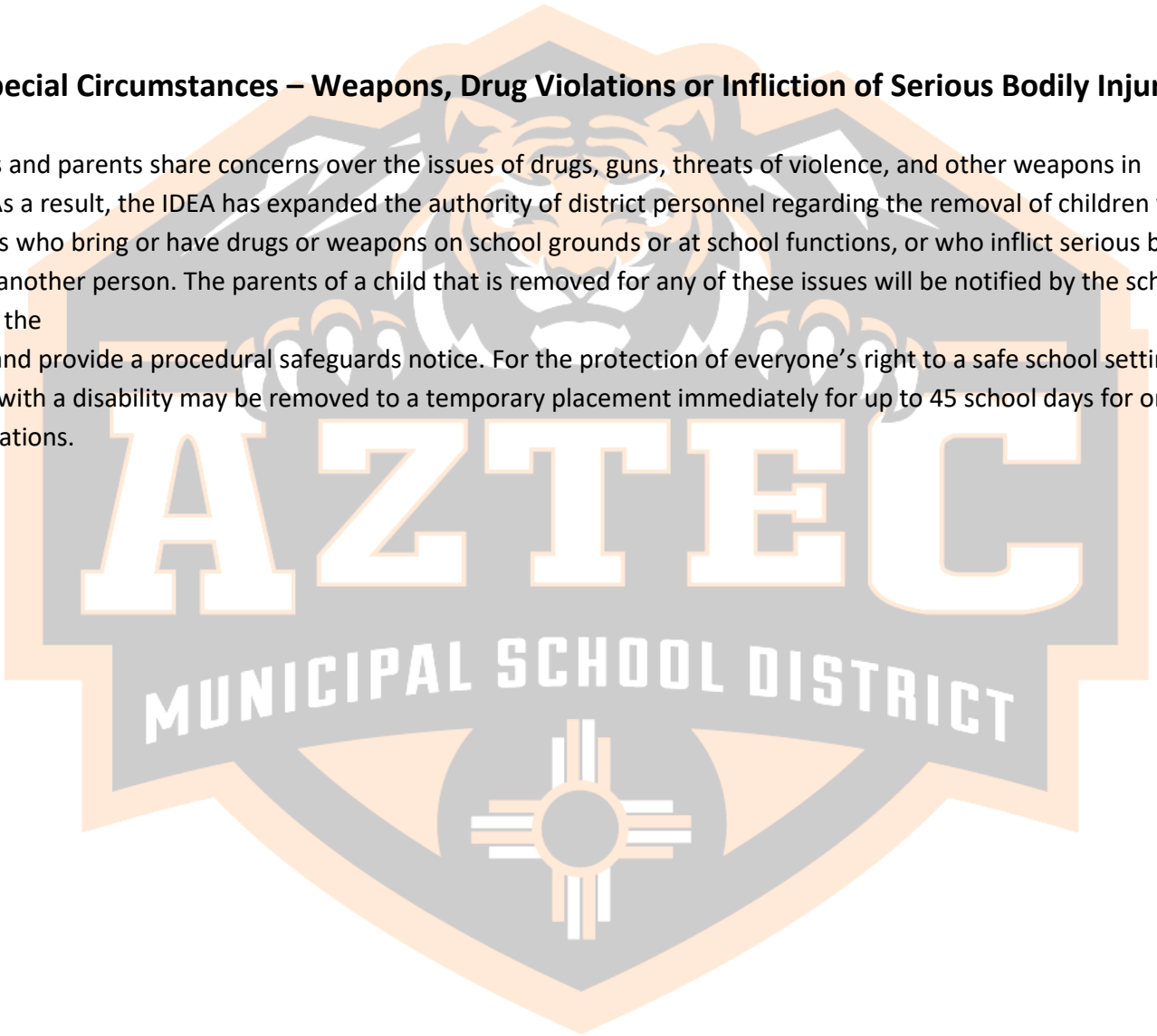
services must have services provided that will enable the child to progress in the general education curriculum and advance toward his or her IEP goals.

15.2 Infraction Not Related to a Student’s Disability

If it is found that the behavior that prompted suspension is not related to the student’s disability . Services will be established as described in section 15.1. Additionally the AMSD Due Process Hearing Procedures will apply. Please note that the alternative placement will not exceed the maximum number of days a student has been long-term suspended.

15.3 Special Circumstances – Weapons, Drug Violations or Infliction of Serious Bodily Injury

Educators and parents share concerns over the issues of drugs, guns, threats of violence, and other weapons in schools. As a result, the IDEA has expanded the authority of district personnel regarding the removal of children with disabilities who bring or have drugs or weapons on school grounds or at school functions, or who inflict serious bodily injury on another person. The parents of a child that is removed for any of these issues will be notified by the school district of the decision and provide a procedural safeguards notice. For the protection of everyone’s right to a safe school setting, any child with a disability may be removed to a temporary placement immediately for up to 45 school days for one of these violations.



Section 16 - Attendance Policies

Regular, uninterrupted classroom instruction, classroom participation and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend classes regularly (Attendance for Success Act). This policy implements state law.

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled, A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to, illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not, except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to contact the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence. More information regarding the Attendance for Success Act can be found [HERE](#).

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all AMSD students.

15.3.1 Responsibilities:

- 15.3.1.1 Parents are responsible for contacting their child's school when their child is absent. Parents are responsible for making sure that their child receives, completes, and turns in his/her assignments and make-up work when he or she is absent. We request parent cooperation in the matter of school attendance and punctuality, especially in the scheduling of medical and dental appointments after school hours and in the scheduling of family vacations during school vacation and recess periods.

15.3.1.2 Teachers are responsible for providing assignments and make-up work for excused absences. School personnel are responsible for communicating with parents as identified below. No right of being informed is established by this direction to staff.

In compliance with the Attendance for Success Act, schools are required to take steps to improve student attendance rates by developing prevention strategies and targeted interventions. As a requirement of the Attendance for Success Act, all Aztec schools will pursue interventions for students who are absent 5% or more of the time. Students who have been identified as *chronically absent* will be provided with more directive interventions.

The district shall provide interventions for students who are missing school, depending on the number of absences.

Intervention is called for if a student misses 5% or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- making referrals to health care and social service providers;
- collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
- recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- identifying and coordinating age-appropriate resources for students in need of:
 - counseling, training and placement for employment;
 - drug and alcohol abuse counseling;
 - family crisis counseling; and
 - mental health counseling;
- promoting family support and parent education programs; and
- seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

The attendance team may be convened to establish;

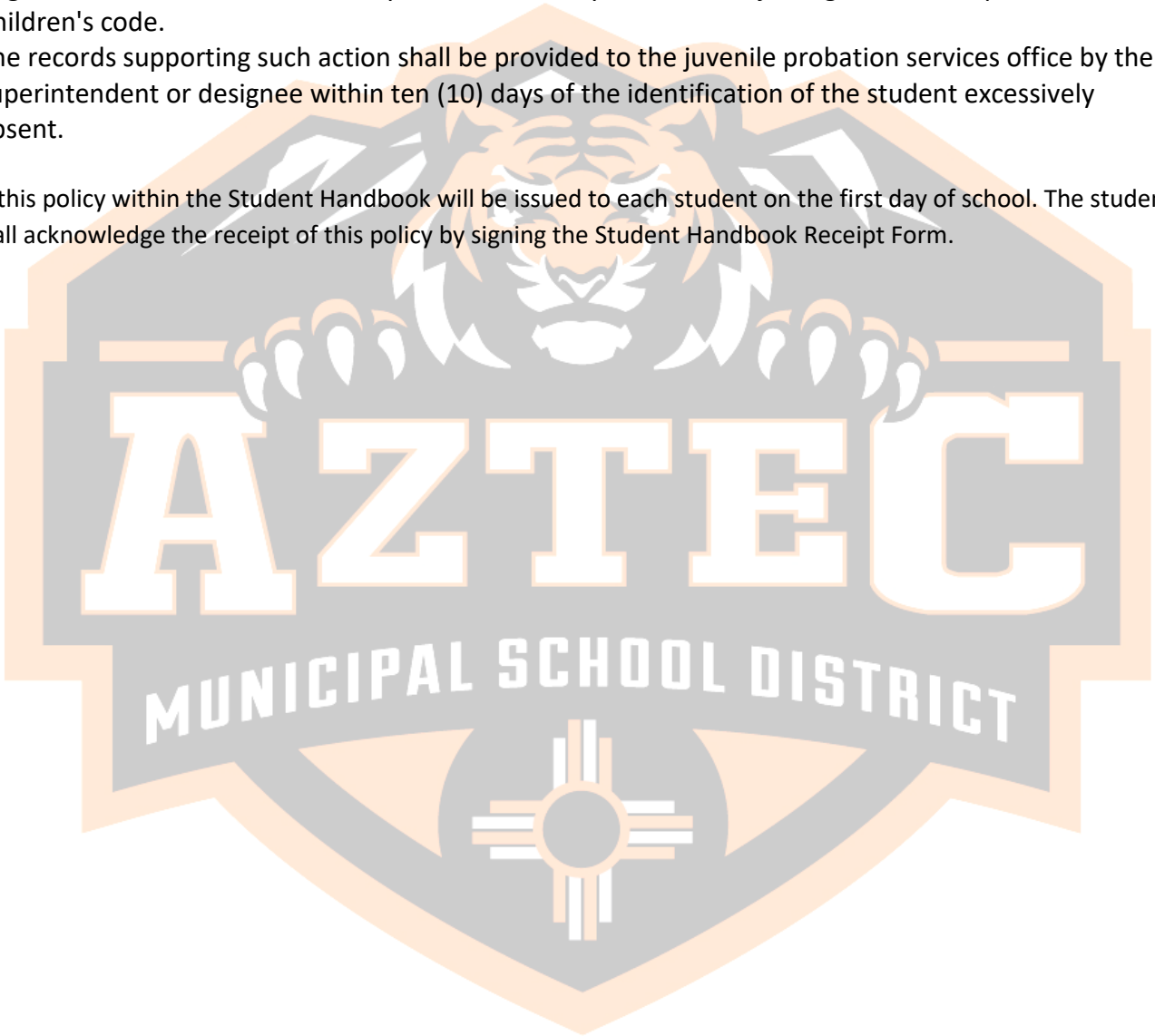
- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

If a student misses 20% or more of the classes or days of school. The attendance team shall:

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
 - establishing non-punitive consequences for the student at the school level,
 - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and

- apprising the student and the parent of the consequences of further absences.
- Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.
- If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the school board shall consult with the superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.
- The records supporting such action shall be provided to the juvenile probation services office by the superintendent or designee within ten (10) days of the identification of the student excessively absent.

A copy of this policy within the Student Handbook will be issued to each student on the first day of school. The student and parent shall acknowledge the receipt of this policy by signing the Student Handbook Receipt Form.



Section 17 - Technology Use by Students

17.1 Electronic Equipment Use by Students

Personal electronic equipment such as but not limited to headphones, listening devices, radios, tape players, CD players, iPods, mp3 players, cell phones, cameras, and other telecommunication devices are allowed on campus in limited capacities. These devices may be used for educational purposes; however, the use of these items is subject to classroom instructor discretion. The use of electronic equipment is a student privilege and not a right. Staff and faculty have the right to confiscate electronic equipment from the student if use of the device disrupts the educational process. School personnel will place confiscated items in a secure place or turn such items into the office. Devices may be returned to students or to parents the same day.

Students found using any electronic equipment to harass or intimidate others (i.e. hate mail, “sexting”, inappropriate video recording, etc.) will be subject to disciplinary action by school or district authorities according to applicable procedural requirements. Such discipline may include but is not limited to suspension or expulsion, with the involvement of law enforcement. Students found to be using electronic equipment to distribute or share inappropriate material, including but not limited to profane/abusive language, inappropriate/illegal images, and/or such material that represents a threat against another person will be subject to disciplinary action by school or district authorities according to applicable procedural requirements. Such discipline may include but is not limited to suspension or expulsion; with the involvement of law enforcement.

Theft or loss of non-school issued technology equipment or personal items is the responsibility of the owner and not school district or its employees.

17.2 Acceptable Use Policy

Details of the user agreement shall be discussed with each potential user of technology. When the signed agreement is returned to the school, the user may be permitted use of technology.

Each user must:

1. Use the technology to support personal educational objectives consistent with the mission, vision, goals and operational values of the school district.
2. Agree not to intentionally access, submit, publish, view, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Not reveal home addresses, personal phone numbers or personally identifiable data of any person unless authorized to do so by designated district authorities.
5. Not use email, text, social media, file sharing, or any other communication method to transmit educational records as defined by the Family Educational Rights and Privacy Act (FERPA) unless authorized to do so by designated district authorities.
6. Understand and accept that electronic communication is not private and may be read and monitored by district-employed persons.
7. Not use the technology resources in any way that would disrupt the use of the technology by others.
8. Not use the technology for commercial purposes.
9. Follow the District’s code of conduct.
10. Not attempt to harm, modify, add, or destroy software or hardware or to interfere with the usability,

availability, or security of the technology

11. Understand that inappropriate use may result in cancellation of permission to use the technology and appropriate disciplinary action up to and including expulsion for students.
12. Take responsibility for assigned personal and District accounts, including password protection.
13. Take all responsible precautions, including password maintenance, to prevent the use of personal and district accounts and files by unauthorized persons, including other students.

17.3 Personal Responsibility

1. Students will report any misuse of the technology to a teacher or administrator, as is appropriate.
2. Students understand that many services and products are available for a fee. Students and / or Parents are personally responsible for any expenses incurred without AMSD authorization.
3. Devices or equipment issued to students are on loan only. Any damage to the computer that is not from normal use will be the responsibility of the student/parent to fix and or repair.

17.4 Network Etiquette

Students are expected to abide by the generally acceptable rules of network etiquette. Students will:

1. Be polite and use appropriate language. Students will not send or encourage others to send abusive messages.
2. Respect privacy. Students will not reveal any home addresses or personal phone numbers or personally identifiable information.
3. Avoid disruptions. Students will not use the network in any way that would disrupt use of the systems by others.

17.5 Services

1. AMSD specifically denies any responsibility for the accuracy of information.
2. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how technology is used and bears the risk of reliance on the information obtained.

17.6 Parent or Guardian Notices and Responsibilities

1. Parents or guardians of students understand that it is impossible for AMSD to restrict access to all controversial materials and will not hold the District responsible for materials acquired by use of technology.
2. Parents or guardians also agree to report any misuse of the educational information system to an AMSD administrator.
3. Misuse may come in many forms but can be viewed as any files or messages sent, received, created, accessed, or saved that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, harassment, or other issues described in Section 10 of this handbook above.
4. Parents or guardians accept full responsibility for supervision if, and when, a student's use of the technology is not in a school setting.
5. Parents or guardians also grant permission for students to use the school district's technology system when they sign the AMSD Unified Student Enrollment Form upon entering their students into the district.

Section 18 – The Use of Video Cameras on Campuses and Buses

18.1 School Campuses

Cameras may be placed in public areas of school campuses in an effort to deter vandalism, student misconduct, and to improve security.

The purpose of the use of video cameras on school campuses is to increase overall campus safety by attempting to:

1. protect the school buildings and school assets, both during and after school hours;
2. promote the health and safety of staff, pupils and visitors;
3. prevent bullying;
4. reduce the incidence of crime and antisocial behavior (including theft and vandalism);
5. deter and detect crime;
6. assist in identifying, apprehending and prosecuting offenders; and ensure that the school rules are respected so that the school can be properly managed.

Video cameras will not replace the responsibility of the staff to monitor and supervise students.

Students should be aware that video captured from surveillance cameras may be used for disciplinary actions.

Procedures

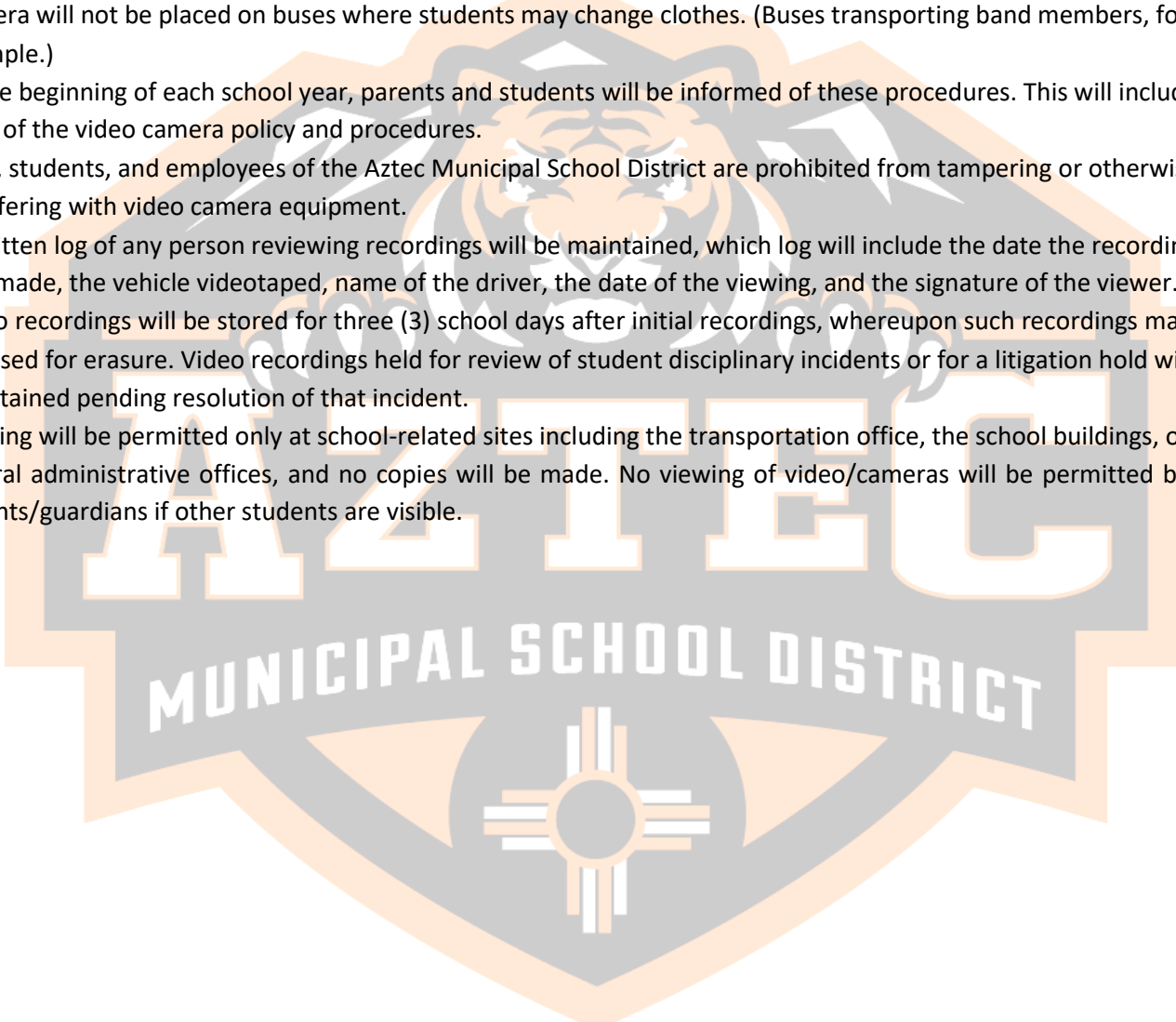
1. Video cameras may be used on school campuses only in public areas. Cameras will not be placed in restrooms or locker rooms.
2. Only appropriate school personnel as determined by the site administrator will review recordings. Parents will not be given the opportunity to review recordings unless their child is involved in a violation and is receiving disciplinary action as a result of that violation, and only if that tape was used in the determination of the violation.
3. Recordings by the camera will not be used on a routine basis as a means of identifying discipline problems.
4. Tapes will not be used for “after the fact” discipline unless a problem is reported and the Aztec Municipal School District uses the recording in investigating a discipline issue.
5. At the beginning of each school year, parents and students will be informed of these procedures. This will include a copy of the video camera policy and procedures.
6. Staff, students, and employees of the Aztec Municipal School District are prohibited from tampering or otherwise interfering with video camera equipment.
7. A written log of any person reviewing recordings will be maintained, which log will include the date the recording was made, the area of campus videotaped, the date of the viewing, and the signature of the viewer.
8. Video recordings will be stored for 10 school days after initial recordings, whereupon such recordings may be released for erasure. Video recordings held for review of student disciplinary incidents or for a litigation hold will be preserved pending resolution of that incident.
9. Viewing will be permitted only at school-related sites including the school buildings, or central administrative offices, and no copies will be made.

18.2 School Buses

The purpose of the use of video cameras on school buses is directed at increasing overall bus safety. Video cameras will not replace the responsibility of the driver to control the students riding his other bus. All other bus discipline policies and procedures remain in effect and the driver must continue to monitor the behavior of students.

Procedures

1. Video cameras will be used on school buses transporting students to and from school or extra-curricular activities at the discretion of the Director of Transportation.
2. Only appropriate school personnel as determined by the Director of Transportation will review recordings. Parents will not be given the opportunity to review recordings unless their child is involved in a violation and is receiving disciplinary action as a result of that violation, and only if that tape was used in the determination of the violation.
3. Recordings by the camera will not be used on a routine basis as a means of identifying discipline problems.
4. Tapes will not be used for “after the fact” discipline unless the driver reports a problem and the Aztec Municipal School District uses the recording in investigating a discipline issue.
5. Camera will not be placed on buses where students may change clothes. (Buses transporting band members, for example.)
6. At the beginning of each school year, parents and students will be informed of these procedures. This will include a copy of the video camera policy and procedures.
7. Staff, students, and employees of the Aztec Municipal School District are prohibited from tampering or otherwise interfering with video camera equipment.
8. A written log of any person reviewing recordings will be maintained, which log will include the date the recording was made, the vehicle videotaped, name of the driver, the date of the viewing, and the signature of the viewer.
9. Video recordings will be stored for three (3) school days after initial recordings, whereupon such recordings may be released for erasure. Video recordings held for review of student disciplinary incidents or for a litigation hold will be maintained pending resolution of that incident.
10. Viewing will be permitted only at school-related sites including the transportation office, the school buildings, or central administrative offices, and no copies will be made. No viewing of video/cameras will be permitted by parents/guardians if other students are visible.



Section 19 - Student Records

19.1 Educational Records to be Maintained

AMSD maintains the following educational records directly related to students:

1. Academic records.
2. Personal information records.
3. Disciplinary records.
4. Attendance records.
5. Health records.
6. Progress records.
7. Standardized testing records.

19.2 Access to Education Records

Access to education records is limited to:

1. Parents/guardians (custodial and noncustodial) of students under 18.
2. Parents/guardians (custodial and noncustodial) of students over 18 if the student is a dependent as defined by the Internal Revenue Service Code.
3. Students accessing their own records.
4. Officials of this school district, or third party entities, who have a legitimate educational interest.
5. State and local officials to whom information is required to be reported.
6. Certain testing organizations.
7. Accrediting organizations.
8. Appropriate persons in connection with an emergency.
9. Law officers serving subpoenas or court orders.
10. Any person with the written consent of the parent/guardian if the student is under 18 or the student if over 18.
11. A school or schools in which a student seeks or intends to enroll.

19.3 Proper Maintenance of Educational Records

1. AMSD requires that educational records be kept to an essential and relevant minimum. The file will include the following, if applicable:
 - a. Verification of birth certificate
 - b. Certificate of Indian Blood if applicable
 - c. Custody information
 - d. Emancipation information
 - e. Legal name change information
 - f. Proof of residence
 - g. Student picture
 - h. Final report card for each year
 - i. Transcript
 - j. Immunization records
 - k. Records requests
 - l. Withdrawal forms
 - m. Attendance letters

- n. High school Next Step Plans
 - o. Formal testing
 - p. Notice of Evaluation (SpEd/Gifted)
2. AMSD limits access to education records to the individuals identified in paragraph 19.2 above. If records contain information on more than one student, the right to inspect relates only to that portion of the record concerning that particular student.
 3. Records are available to parents/guardians. Legal documents should be on file with AMSD if a parent/guardian is not to have access to the records, such as in cases of divorce, separation, or loss of custodial rights.

Parents/Guardians, Students, or their respective legal agents have the right to challenge the contents of that student's records. Parents/Guardians and students have the right to a hearing in the event there is incorrect information or inadequacies contained within the records. A formal request for a hearing should be made through the superintendent.

19.4 Family Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records.

This act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights.
6. A hearing on the issue if the school refuses to make the amendment.

19.5 Student Directory Information

Student directory information may be released without prior consent unless the parent or student informs the principal within a reasonable period of time that any or all of the information should not be released. Parents may choose to have their student's name and directory information removed from any of the following: military recruiter lists, college/university lists, or other requested lists. Exemption forms can be picked up at the school site. They should be returned to the school upon completion.

19.6 Child Custody Issues

Parents and the courts will establish the terms and conditions of custody of the children. Custody terms will generally fall into the categories of Joint Custody, Primary Physical Custody, and Sole Custody.

In any of these custody arrangements, unless parental rights have been legally waived or terminated, both parents retain full parental rights regarding access to school records, grades, parent-teacher conferences, IEP meetings, and so forth. AMSD will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. Any changes to the status quo must be agreed to by both parents or mandated through a court order.